

MANAGING AND NEGOTIATING JOB OFFERS

Congratulations on your job offer! Now that you have an offer in hand, you can carefully consider the opportunity in light of your professional and personal priorities.

THINK IT OVER

Don't accept the offer right away. The employer has invested a great deal of time and resources in searching for the right candidate for the position. Tell the employer how excited you are about this opportunity and that you would like some time to consider the offer. How long you take, depends on the situation. A small organization with an immediate opening may need your decision in a few days. Larger organizations might be able to give you more time, depending on their hiring cycle.

Remember that employers who participate in Brown's on-campus recruiting program are required to give you a certain amount of time to consider an offer. You can view the timeline and recruiting policies on the [CareerLAB website](#).

DO YOUR HOMEWORK

Ask for the terms of the offer in writing. Factors to keep in mind while evaluating an offer include:

- **Job content** — Are you excited by the job? Will you enjoy doing the tasks that are listed in the job responsibilities? How does the position help you towards achieving your long-term career goals?
- **Supervisors, co-workers and organizational culture** — Will you enjoy being part of this team? Will your supervisor be a good mentor? Does the organization meet your values/interests? Do you like the organizational culture?
- **Salary and benefits** — Based on your research, is the salary at market level? Will you meet your financial obligations (i.e. loans, rent, etc.)? How are promotions and reviews handled? Are there perks (i.e. travel, on-site fitness facilities, professional development opportunities)?
- **Location and lifestyle** — Is the job located in a place where you would like to live? Will you have to move? How long is the commute? Is parking available? Will the job allow you to maintain the work-life balance you would like?

MANAGING MULTIPLE OFFERS

If you interview with several employers and receive an offer from one of them, inform the others. The news might prompt one or more of them to make you an offer as well. If you find yourself in the fortunate position of having multiple offers, a CareerLAB counselor can help you make an informed decision by putting the different offers in perspective.

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NEGOTIATING THE OFFER

Develop your skills. Negotiating anything well is a skill that you can develop through research and practice. The following web resource will help get you up to speed.

- Interviewing and Negotiating Offers (from NYU Wagner Career Services)
wagner.nyu.edu/files/careers/SalaryNegotiationGuide.pdf

Throughout the negotiation process with each employer, remain courteous and enthusiastic about the opportunity or offer. The person with whom you negotiate might become your supervisor or colleague. Also remember to ask for a final offer in writing after you have negotiated new terms of an offer.

What to Negotiate

Determine if the salary is negotiable. Salaries for entry-level positions are sometimes non-negotiable. Other points might be negotiable. Consider negotiating the following items when you receive a job offer:

- Benefits — flex time, vacation, healthcare coverage, retirement plan
- Job responsibilities
- Relocation allowance, start date, and signing bonus

If salary is negotiable, do your research. Negotiating salary is best done when you have gathered information regarding the industry, the organization, its competitors, the function and specific position and the cost of living where the job is based. Family, friends and Brown alums may help you gather this information. Consult the websites below for specific information regarding salaries for particular fields.

- Salary.com — www.salary.com/index.htm
- Glassdoor.com — www.glassdoor.com/
- NACE Salary Calculator Tools — www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php
- Salary for Careers in the Common Good — www.idealisticareers.org/salary-surveys/

ALWAYS thank the employer for an offer, but be non-committal. Say, for example, that an employer states: “The range for this position is \$xx,xxx to \$xx,xxx. Are you able to accept a salary within that range?”

IF the salary range offered is acceptable:

“Thank you for the job offer. Those figures you mentioned are within my expected starting range, depending on the entire salary and benefits package.”

IF only the top of the salary range is acceptable:

“I really appreciate this job offer. I know I can be an asset to the organization. Based upon my research and what I’ve been discussing with other companies, I would have to say that only the upper end of that range would be acceptable.”

IF the entire salary range is lower than expected:

“I really appreciate this job offer. I know I can be asset to the organization. The other companies I am currently speaking with, however, are considering a salary somewhat higher than that range. Of course, money is only one element, and I will be evaluating each overall package.”

Then, give the employer a chance to respond and see if salary or other aspects of the offer are negotiable.

Negotiating Other Aspects of the Offer

If you have doubts or concerns about making a decision, we’re happy to help you weigh the pros and cons of one or more offers.

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COMMUNICATE YOUR DECISION

Accepting an Offer

Once you have made a decision, call to accept the offer. Be sure to show your appreciation and excitement. Following up with a written acceptance letter is also an option. It enables you to restate your understanding of the offer. Remember to include terms such as salary, starting date and time, location, any perks (signing bonuses, moving allowance, etc.) and any other factors that you feel were vague or were not in writing.

Once you have accepted an offer, you should **never** back out. Backing out of an offer that you have accepted is a serious offense and can damage your professional reputation as well as the reputation of the hiring manager. It can cause an employer to stop recruiting at Brown, thus limiting opportunities for future Brown students. If you have doubts or concerns about a decision you have made, please come and talk to a career advisor.

If you are participating in on-campus recruiting, once you've accepted a position, you are no longer eligible to interview for any other on-campus recruiting position.

Declining an Offer

As soon as you accept a position, you need to decline any other offer(s) you have received. Phone the organizations to let them know of your decision, then follow up with a written letter declining their offer. You may need this contact later on, so never burn your bridges.