NEGOTIATING AN OFFER

Offer negotiation is a collaborative process of reaching an agreement on what an organization will pay for your skills, knowledge, and your experience. It is in both the organization’s and your best interest to come to a mutually beneficial agreement. Making an appointment with a Career Coach can help you formulate your discussion.

SHOULD YOU NEGOTIATE?

The best reason to negotiate is to receive fair market value for your skills, experience, and knowledge. Salary negotiation can be tricky with many variables at work. Therefore, it is unwise to negotiate for negotiation’s sake. Remember, while employers will respect you if you can articulate the added value you bring to the company, it should be noted to be very careful to not seem overzealous during this process, as it will reflect poorly on you before you ever have a chance to start your first day.

WHEN SHOULD YOU NEGOTIATE?

You should only negotiate AFTER you receive a job offer. Initiating a discussion regarding salary before this point could eliminate you prematurely from hiring consideration. Negotiate only after you have evaluated the entire job offer package and researched what the market will pay for your services in this field.

BUILD YOUR CASE

KNOW YOUR MARKET VALUE

Before forming an opinion about your offer, do some research. Your success in negotiating a higher compensation package is contingent on data which suggests your market value is higher than that reflected in the offer. Take all factors into account, such as company location, company size, and industry standard. This research will provide you with the evidence you need to determine if the salary offered is reasonable or whether you should make a case for a higher salary.

A higher salary may be negotiated if you have a written offer from another company with a higher salary for the same industry or job, if you have relevant work experience, or if you have an advanced degree or skill in an area of expertise for that job. The fact that your friend has received a higher salary for a similar job at a different company is insufficient data for negotiation purposes.

KNOW WHAT YOU WANT

You also need to know what you want and where you are willing to compromise. Salary is only one part of a total compensation package. Please refer to the Offer Evaluation handout to complete the Decision Matrix.

EMPLOYER’S CONCERN

During the negotiation process, the employer’s main concern will be asking themselves how you can be of value to them. It is up to you to articulate your value and worth. Successful arguments for a higher salary give compelling reasons and evidence. Simply stating that the salary is not what you had in mind will not open many doors for you. Be prepared to discuss your most valuable attributes:

- Strengths
- Academic Coursework
- Leadership
- Accomplishments
- Student organization experiences
- Special Training
- Internships
- Volunteer Experiences
- Technical Skills

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After you have determined that you would like to negotiate it is best to call the hiring manager. Do not attempt to negotiate through email. An example of a way to start the conversation:

“Thank you so much for the offer. I appreciate you sharing the details so that I can make an informed decision. Before giving a final response, I wonder if there is flexibility on the base salary?”

If there is flexibility in the base salary, be prepared to make your case. Remember be honest, courteous, and persuasive.

“I bring more skills and experiences than a typical newcomer. (Discuss skills and experiences). Based on that I would like (insert your preferred salary). Do you think that could be done?”

Remember, there may be internal constraints that dictate the offer terms including precedent, departmental parity, or economic conditions. Make sure to give your hiring manager the benefit of the doubt. If salary is not negotiable ask them if other benefits or perks are negotiable. If the negotiation is successful ask for an updated written offer letter.

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<th>DO</th>
<th>DON’T</th>
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<tr>
<td>Negotiate in good faith and be honest</td>
<td>Negotiate based on personal needs instead of facts</td>
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<td>Research the market</td>
<td>Negotiate before evaluating entire offer</td>
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<td>Rehearse what you will say</td>
<td>Try to negotiate every component of the offer</td>
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<td>Respond in a timely manner</td>
<td>Be rude or aggressive</td>
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<tr>
<td>Give the hiring manager the benefit of the doubt</td>
<td>Be dishonest about other offers held (recruiters talk to each other)</td>
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<tr>
<td>Be confident and show courtesy</td>
<td>Be offended or angry if you receive a low offer</td>
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<tr>
<td>Negotiate over the phone</td>
<td>Negotiate via email</td>
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**BBA Salary Stats:** [http://www.mccombs.utexas.edu/BBA/Career-Services/Salary-Stats](http://www.mccombs.utexas.edu/BBA/Career-Services/Salary-Stats)


**CareerOneStop:** [http://www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx](http://www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx) See the Wages and Salaries section.

**Glassdoor:** [https://howto.glassdoor.com/how-to-negotiate-salary/](https://howto.glassdoor.com/how-to-negotiate-salary/)


Search by specific region of a state. You will also enter occupation title, years of experience, and education details.

**Salary.com:** [http://www.salary.com/](http://www.salary.com/)

You may be prompted to sign-up or possibly to pay a fee, but you should not have to do this to see the information.

**Other Resources:** [www.payscale.com](http://www.payscale.com), [www.indeed.com](http://www.indeed.com), [www.bankrate.com](http://www.bankrate.com)