


Slide 1

**Negotiating Job Offers:  
Closing the Deal**

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Director, Alumni Career Management



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Slide 2

learning agenda

- Responding to job offers
- Negotiating: who, what, when, why
- Overcoming the fear of negotiating
- Strategies to maximize effectiveness
- How to know how far to go / when to back off
- What's negotiable and what isn't



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Slide 3

**Setting the Stage**



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Slide 4

responding to job offers

- Don't accept right away
- Say "thanks" with enthusiasm
- Tell them when you'll get back to them

*Insulate yourself from a false sense of urgency*



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Slide 5

the next step

*may not be to negotiate...*

- Rather to gather additional information
- Ideal to separate info gathering from negotiating

*Allows you to factor the new info into your strategy*



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Slide 6

**Negotiating:**  
Who, What, When, and Why



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Slide 7

with whom should you negotiate?

*the hiring manager*

- They know best how well you fit their needs
- They are the most invested in bringing you onboard
- They know their budget best

*Go to them first and let them direct you elsewhere*



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Slide 8

what is negotiating?

*Identifying the gaps between the offer you got and the offer you want, and sharing them with the employer*



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Slide 9

the best way to think about the initial offer...

*An effort to get the conversation started and to understand your needs*



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Slide 10

when should you negotiate?

***Do not negotiate until you have an actual offer!***



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Slide 11

why should you negotiate?

- Like any other business deal, people do not provide their best offer out of the gate
- Therefore, they are expecting you to negotiate
- Which means they have more comp they are able and willing to give you

*If you don't negotiate, you are leaving money on the table!*



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Slide 12

what's the worst that can happen?

***It's highly unlikely that they will rescind the offer...***

*They will simply say "no" and the offer is still on the table for you to accept or reject!*



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Slide 13

Strategy & Tactics

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Slide 14

before you start

*do your research!*

- [www.payscale.com](http://www.payscale.com)
- [www.salary.com](http://www.salary.com)
- [www.glassdoor.com](http://www.glassdoor.com)
- U.S. Bureau of Labor Statistics | <http://www.bls.gov/oes/current/oesrcma.htm>
- Job boards, e.g., [www.indeed.com](http://www.indeed.com)
- Trade / professional associations
- [www.guidestar.org](http://www.guidestar.org) – for non-profits

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Slide 15

getting the conversation started

- Tell them you've carefully considered the offer and would like to discuss it
- You don't need to use the word "negotiate"
- Express interest in the job and/or company
- Share some positives about the offer
- Let them know what falls short

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Slide 16

start with salary

- It's the biggest part of the package
- Other items, such as bonuses and raises, may be based on it
- If they can't match you on salary they will feel compelled to be more flexible on other items



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Slide 17

opening up the salary discussion

- Let them know it was less than expected / desired
- Might add why a higher figure is appropriate
- Stop talking – they will typically jump in
- Or inquire whether they have flexibility with it



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Slide 18

maximizing salary

**If they ask what you want,  
avoid a specific figure...**

*Once you mention  
a figure, you capped it!*



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Slide 19

maximizing salary

- Talk in general ranges – “from the mid 120’s to upper 130’s,” or the “in the 70’s or 80’s” – to provide flexibility
- Express appreciation for movement in the right direction
- Politely inquire whether more is possible



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Slide 20

how to know when to back off

**In most cases, keep it to 1-2 requests on each point...**

*You needn't figure it out,  
they will tell you!*



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Slide 21

What's Negotiable and  
What Isn't



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Slide 22

negotiable

- Salary
- Sign-on bonus
- Performance bonuses
- Commissions
- Equipment/allowances
- Severance
- Relocation benefits
- Vacation
- Tuition reimbursement
- Work arrangements
- Job title
- Start date



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Slide 23

non-negotiable

- Healthcare benefits
- 401K / retirement plan



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Slide 24

Finishing Touches



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Slide 25

finalizing the deal

- Confirm main points
- Ask for final offer in writing
- Agree on start date
- Thank them and express excitement!



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Slide 26

transitioning to your new role

- Take charge of your onboarding – *The First 90 Days* by Michael Watkins
- Reach out to references and networking contacts to update and thank them!
- Update your LinkedIn profile



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