

NEGOTIATING: IN SUMMARY...

THINGS TO KEEP IN MIND WITH NEGOTIATING:

- Never begin negotiating a job offer until you are offered the position. This could be a huge turn-off to prospective employers. They may get the impression you are only interested in compensation; and are uninterested in the position and/or serving the students.
- Negotiating job offers can be risky. You don't want to give the employer the impression that all you're interested in is the salary.
- Seek to receive all job offers in writing. A verbal offer can not be verified and can be changed.
- Research the employer (and other similar organizations) before negotiating in order to find out the salary range for the position you're being offered. Companies/organizations (even similar ones) provide compensation at different levels. Try to research what the position is paying and then compare it with others to determine if it falls above or below similar positions. If it pays less than other positions, consider what other factors may make the job a good choice for you to begin your professional career.
- Timing can be extremely important. The organization is making a business decision in hiring you. Take into consideration that it is expecting you to make a timely decision and to keep them informed of your employment status.

POINTS TO REMEMBER:

- Be realistic. Know when to stop negotiating. This is your first professional position.
- Never fabricate information. Lying is grounds for immediate dismissal from a position.
- Understand your needs, as well as the needs of the company/organization.
- Stop interviewing once you accept an offer. Your chosen field/industry is a "small world". You don't want to burn any bridges before they're even built. This can affect you in the future with your job search; but it may also have an impact on those who have agreed to serve as your references.
- Write a letter of acceptance to formally accept an offer (and write letters to decline any other outstanding job offers and withdrawal letters to all companies/organizations you may have begun the job search process with.)

HANDLING JOB OFFERS

- When offered a position verbally, request that the offer be put into writing – including the job title, starting date, salary, and any other information. If anything appears vague, ask for clarification before accepting the offer.
- Make your acceptance in writing, restating the important details.
- If you are going to reject the offer, do so in writing as soon as possible while expressing appreciation for their confidence in you.
- If you need additional time to consider the offer, ask for a few days to review the offer, then get back to them by the extended deadline date.