

Offers and Negotiation

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CAREER CENTER
TEXAS A & M UNIVERSITY

Things to know about salary:

- ▶ It's what the job is worth...not what YOU'RE worth
 - ▶ Leave emotion at the door
 - ▶ Think long-term, rather than short-term
 - ▶ Consider the entire package, not just base salary
 - ▶ Consider cost-of-living differences
 - ▶ ANYTHING is negotiable....think outside the box
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Before the interview:

- ▶ Use sites like [Salary.com](https://www.salary.com) and [Glassdoor.com](https://www.glassdoor.com) to get an idea of what this position is worth
- ▶ Practice how you will answer salary questions
- ▶ If asked for salary in a cover letter or online application, give a well-researched range
 - “My research indicates that competitive salaries in this field are between \$X and \$Y.”

During the interview:

- ▶ Do NOT mention salary unless they ask.
(Don't ask? Don't Tell!)
- ▶ If they do ask, dodge the question.
- ▶ The first to mention a specific number loses.
 - “I'm willing to consider any competitive and reasonable offer.”
 - “I'll be looking at the entire compensation package rather than one number.”
 - “Well that depends on the offer...are you offering me the job right now?”
- ▶ If they press you for a number, give a well-researched range.

When they call you:

- ▶ Congrats! We'd like to offer you the position of _____. Will you take it?
 - ▶ Do NOT say yes immediately.
 - ▶ Say "Thank You. I am still available and very interested, but before I decide I'd like to get the offer in writing so I can fully consider it. Please email me the written offer as soon as you are able."
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While you're waiting....

- ▶ Start mapping out a monthly budget for living expenses for that area. Use this to determine your minimum threshold.
- ▶ Make a list of qualifications and skills you possess that this job requires/prefers. Draw connections between your experience and their future success.
- ▶ Research comparable salary and benefits in that geographic area.
- ▶ Determine two numbers:
 - Your minimum threshold (what you need)
 - Your target (what you want)

When you receive the written offer:

- ▶ Should include:
 - Position title & location (if applicable)
 - Start date
 - Base salary
 - Benefits information (health insurance, retirement, etc)
 - Decision deadline (when you must sign and return letter)
- ▶ May include:
 - Hiring/signing bonus amount
 - Moving expenses
 - OPT/H1B sponsorship info
 - Anything else you've discussed over the phone (transportation allowance, use of company phone/laptop, commission %, etc.)
- ▶ If it's not in writing, it doesn't happen!
- ▶ Bring it to the Career Center during walk-in hours. We'll help you decipher any HR-speak and determine if anything is missing.

The Offer is perfect!

- ▶ Everything I could ever want is included in writing and they're offering me way more than my target amount!
 - ▶ Congrats...sign and return immediately before they realize their mistake!
 - ▶ Hint: this never happens.
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I want to add/change something:

- ▶ Check sites like paycheckcity.com to see what your take-home pay will be. (Note: this site only calculates taxes, it doesn't consider insurance or benefits.)
- ▶ Make a list of things to add/change.
- ▶ Prioritize. If they can't budge on the first, move on to the second, etc. But if they give you the first and second things, forget the rest and take it!
- ▶ Before you call, practice with a friend. Anticipate various objections.
- ▶ Call them (whoever's name is on the written offer) at least 2–3 days before the deadline.
- ▶ **NEVER** attempt negotiations through email. Tone of voice is imperative. Call them.

During the call:

- ▶ First, say “Thank you very much for the offer” again!
- ▶ Then begin with the first item on your list
- ▶ Pose your request as a question, rather than a demand:
 - “The salary you’re offering is \$X. I found that the average salary for that job in this city is actually \$Y. Is there any way we can get closer to that number?”
 - “I’ve recently received a higher offer from another company, but since your company is my top choice, I wanted to speak with you first before making a decision with them. Is there anything you can adjust on this offer to make my decision easier?”

If they give excuses....

- ▶ Reiterate your qualifications.
 - “Well, we’ve just hired 10 other people at that same salary.” “I understand, but did any of them have the _____, _____, and _____ that I can bring to your company?”
- ▶ Seek further input.
 - “I’m not authorized to grant this request.” “Okay, I understand. Can you please present it to your supervisor and then call me back?”

If they say no....

- ▶ Suggest a compromise or alternate.
 - “We can’t do 10% more.” “Okay, well what compromise can we reach?”
 - “The salary is fixed and non-negotiable.” “Okay, I understand. Can we discuss a hiring bonus or moving expenses instead?”
- ▶ Suggest a break to think about it.
 - “No. This is non-negotiable.” “Okay, thank you for that information. I’ll take this into account and get back to you with my decision before the deadline.”
 - This is why you have this discussion with 2–3 days to spare...let them sweat it out!

Negotiation Code of Ethics:

- ▶ Once you sign and return a written offer, you're DONE. You must call all other companies and decline their offers or say that you are no longer available to interview.
 - Failing to do this is can get you blocked from HireAggies.com forever! Also, we will be contacting your academic advisors who will treat this as a breach of Aggie Honor Code.
 - ▶ Do NOT mention salary range until they bring it up first.
 - ▶ Do NOT negotiate salary until offer is made!
 - ▶ Do NOT mention other offers unless you're prepared to take them.
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Remember....

- ▶ “I want more money” is not a legitimate reason
- ▶ Present fact-based evidence to ask for more \$\$
 - EX: cost of living differences, other competitive offer(s), regional averages for similar positions, extra skills and qualifications you have above and beyond minimum requirements
- ▶ Also, consider other items for negotiation:
 - Relocation/moving assistance
 - Research/equipment start-up
 - Professional development assistance
 - Company stock options
 - Benefits, vacation time, retirement package, etc.
 - More frequent/sooner yearly performance reviews

Resources

- ▶ NACE Salary Survey in Career Center
 - ▶ Glassdoor.com
 - ▶ Salary.com
 - ▶ Paycheckcity.com
 - ▶ Going Global & myvisajobs.com: list salaries of H1B visa jobs
 - ▶ Talk to people in similar jobs; ask what an “appropriate range” would be for someone with your qualifications (do not ask their own salary or their companies’ salaries)
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Questions?

- ▶ Career Coffee Chat: Harvest Coffee Bar, downtown Bryan, Sundays 7–9pm
- ▶ Graduate Walk–Ins (15–20 min):
 - Mon & Fri: 8:30–11:00am
 - Wed 1:30–4:00pm
 - (or any day 8:30–11am & 1:30–4pm)
- ▶ 1:1 Appointments (1 hr): call 979–845–5139

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