

Chapter 14

Negotiating & Evaluating Job Offers





Presentation Overview

- Negotiating defined
- Skills needed to negotiate effectively
- Social power in negotiating
- Steps for accepting/declining offers
- What do you negotiate?
- Determining what's important to you in evaluating offers
- CIP perspective on negotiating & evaluating offers





The Negotiating Process

- Negotiating defined:
 - “to confer with another so as to arrive at the settlement of some matter”
- What are employers seeking in applicants?
- What do job hunters seek?
- What is your previous experience with negotiating?



Employer Ratings of Selected Skills

- See text Table 14.1
- What skills are most important for new hires?
- What are ways you can develop these skills?

What class assignment allows you to highlight your skills?



What employer characteristics are most important to you?

Rank	Job/Employer Attribute	Percentage Ran
1	Opportunity for growth	88
2	Friendly co-workers	80
3	Job security	79
4	Good benefits	75
5	Ability to improve community	66
6	Recognition for good performance	66
7	Clearly defined assignments	65
8	Opportunity for creativity	60
9	Diversity conscious employer	57
10	High starting salary	51

NACE Class of 2016 Student Survey

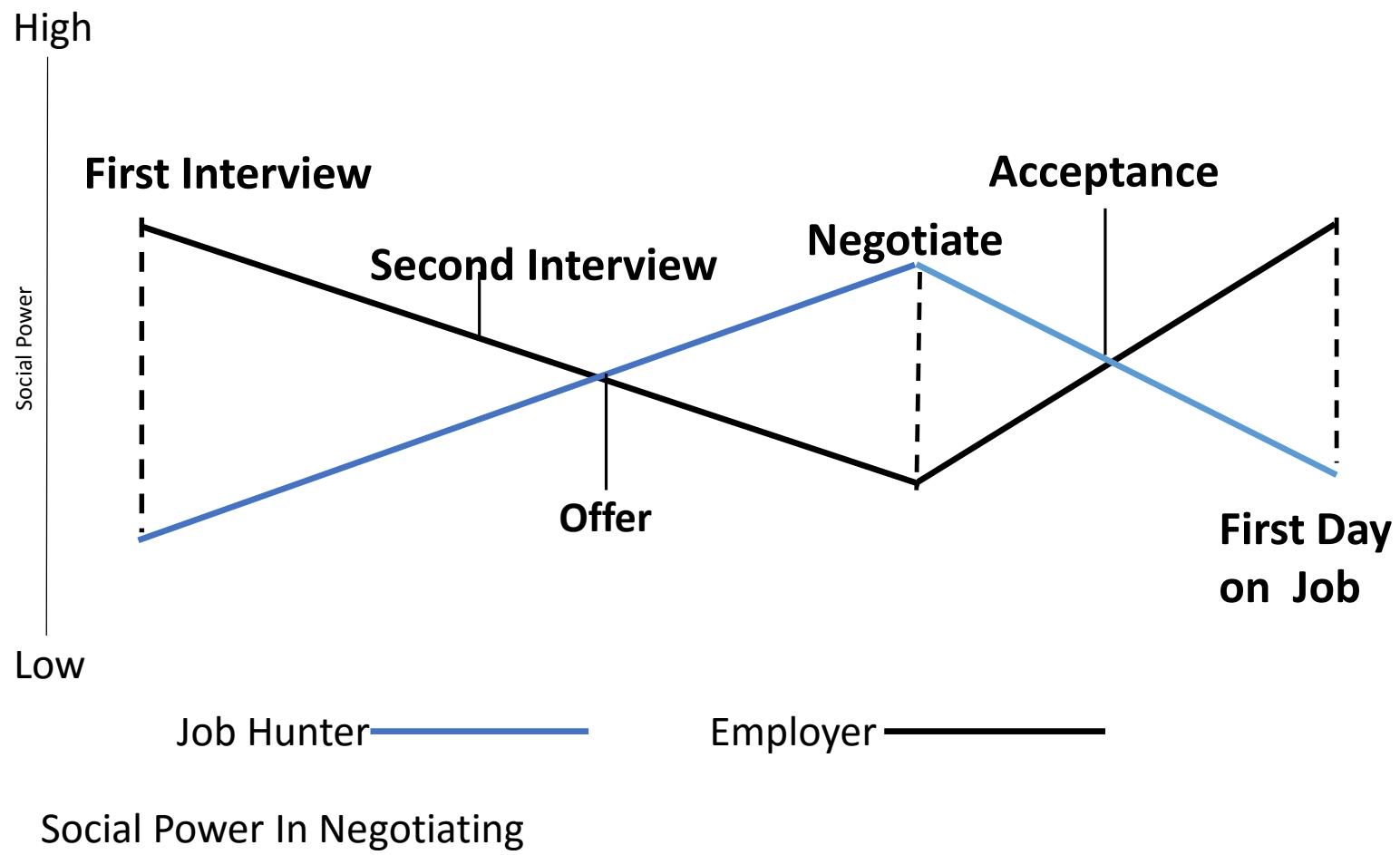


Social Power in Negotiating Job Offers

- Negotiating is a social process
- Social power changes over time in negotiation
- When does a job hunter have the most social power in the job search process?



Timing





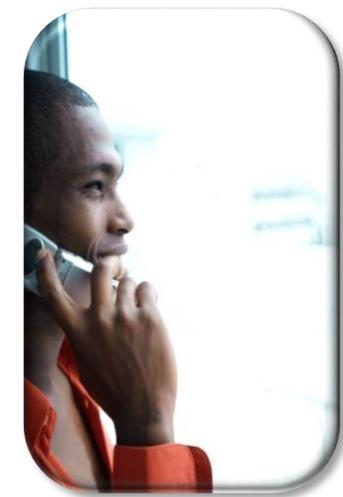
Maximizing Your Bargaining Power

- Knowledge about yourself & employer
- Solid recommendations, reputation from prior work experience
- Poise & confidence
- Inside recommendations
- Supply & demand
- Other offers
- Persuasion
- Silent on salary
- Be patient—ask for time



Receiving a Job Offer

- Timing of an offer
- Impressions still matter
- Clarify the offer
 - Learn about employment agreements
- Negotiate time of a decision
- Program hiring as a special type of job offer





Things to negotiate: Salary



- Importance of research
- Minimum, realistic, “dream”
- Avoid mentioning a specific salary; talk about ranges
- Ask for more than you expect to receive



Other Things that May Be Negotiated

- Timing of appraisal reviews
- Signing bonus
- Sales commissions, profit sharing, stock options
- Job location
- Insurance, pension plans, other benefits
- Relocation expenses





Other Things that May Be Negotiated

- Expense account, car, mileage
- Club memberships
- Consumer product discounts
- Office furnishing
- Insurance, pension plans, other benefits
- Relocation expenses
- Relocation expenses
- Start date
- Vacations/work schedule
- Division, department, title, classification
- Fulfillment & fun





Some Additional Words about Salary

- Know what a job pays and know what you're worth
- Be informed about different ways to think about salary rates, e.g., hour, week, month, year
- Ask for time to clarify salary data
- Recognize role of initial salary in future jobs
- Never accept a job until you know the salary



The Process of Negotiating

- Decide your conditions
- Remain positive
- Make a decision
- Be honest with employers

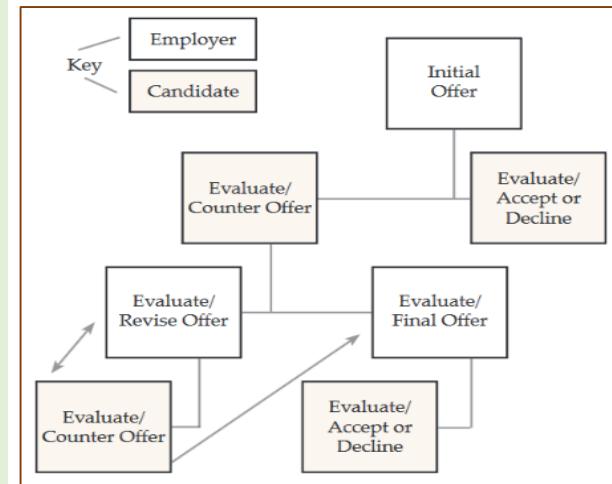


How might your values influence what you negotiate for with an employer?



Evaluating Offers: Making the Best Choice

- Clarity of career goals
- Managing the process
- The employer's "sales pitch"
- Ethical issues—reneging on an offer
- Being sure about the job—10 factors to consider





The Matching Process

- Revisiting what is important to you
- Consider the factors in Table 14.3
 - Lifestyle
 - Nature of the employer/job
 - Pay and benefits
 - Work activities



Which of these factors would you focus on in evaluating offers?



Final Steps Before You Start

- What happens before you sign your contract or appointment papers?
- What types of background checks does the employer require?
- Importance of being honest about things in your background that might impact your employment

[Employee Background Checks](#)

Vea esta página en:





Using CIP and the CASVE Cycle to Negotiate & Decide on an Offer

- What **self-knowledge** factors will be important in your decision?
 - Values? interests? skills? employment preferences?
- **Knowledge of options--** specific facts about the employer and job





Analysis Phase

- Complete and accurate knowledge about self and job options
- How your decision-making style influences the process
- Role of negative and positive thoughts about the job offers received





Synthesis Phase

- Elaboration: Have you negotiated for your best options?
- Crystallization: Do you have all the information needed to narrow your options?





Valuing Phase

- Considering the **costs & benefits**
- Some valuing questions to ask—how does each job option fit your needs and lifestyle preferences?
- What other considerations are important, e.g., employer's reputation, community involvement?
- Ranking your offers—determining a first choice (assuming you have more than one!)



Execution Phase

- Communicating with employers
- Accepting offer verbally and in writing
- Declining other offers



Acceptance letters—what should these include?



Executive Processing

- Extent to which you thought strategically in negotiating and evaluating job offers
- Handling input from significant others
- Influence of negative thinking in relation to offers received
- Process that requires self confidence and positive self-talk!



Employment Decision-Making Case Study

- See Appendix L in text
- Assess level of importance and degree of match
- Which job offer should Suzy accept?

FACTORS & (weight #)	JOB 1 Technician (match #)	JOB 2 Trainer (match #)
()	$\times () =$	$\times () =$
()	$\times () =$	$\times () =$
()	$\times () =$	$\times () =$
()	$\times () =$	$\times () =$
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TOTAL		