

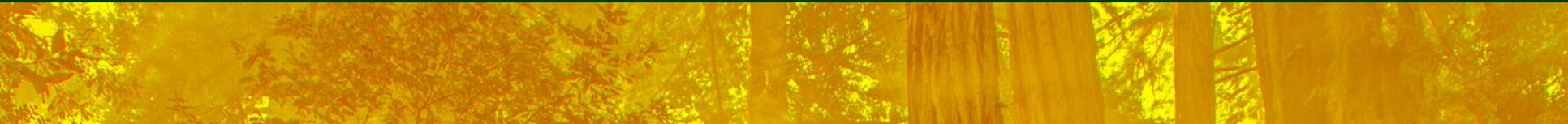


Chapter 14

Negotiating & Evaluating Job Offers

Presentation Overview

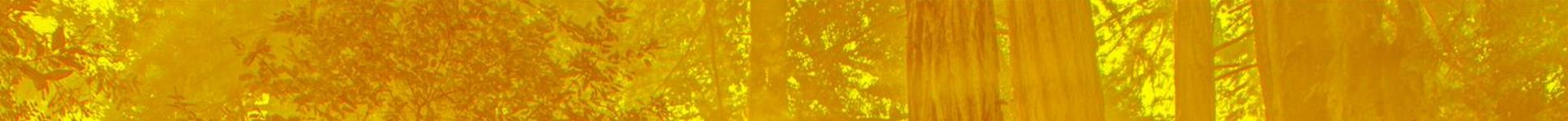
- Negotiating defined
- Student vs. employer views of skills needed to negotiate effectively
- Social power in negotiating
- Maximizing bargaining power
- What do you negotiate?
- Determining what's important to you in evaluating offers
- CIP perspective



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 Essential Career Readiness Skills

- See text Table 14.2
- What skills are most essential for new hires?
- What are ways you can develop these skills?

What class assignment allows you to highlight your skills?

ProfessioNole Ready

ProfessioNole Ready teaches students about the professional skills valued by employers in the workforce, graduate or professional school programs, and other post-graduation plans.

HOW IT WORKS

ProfessioNole Ready is a self-guided online professional development series with interactive learning activities that will help you build the skills employers want. With 13 career modules available to explore, ranging from resumes and interviewing to professional communication, participants have the flexibility to choose which topics best meet their needs.

CHOOSE HOW YOU LEARN

ProfessioNole Ready is completely online and available to complete at your own pace.

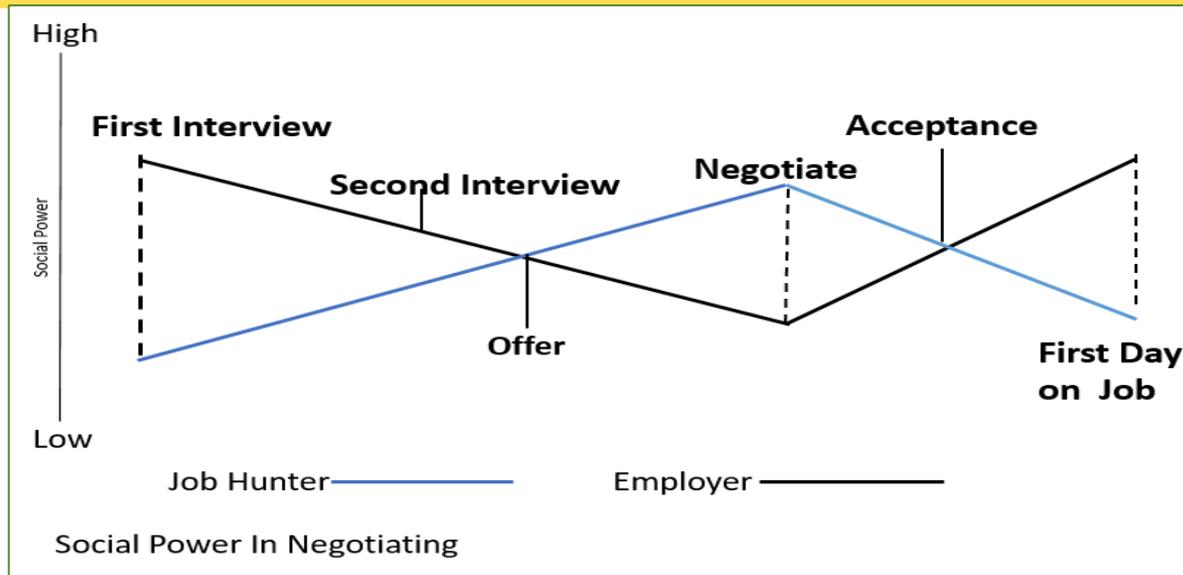
- Interactive learning activities
- Informative videos
- Reflective questions
- Develop action plans
- Module quizzes
- Engage with Career Center resources, services, and programs

What employer characteristics are most important to you?

| Job/Employer Attribute | Percentage Rated |
|--|------------------|
| Job Security | 83 |
| Opportunity to Develop Job-Specific Skills | 83 |
| Opportunity to Develop Applied Skills | 80 |
| Friendly Co-workers | 79 |
| Good Insurance/Benefits Package | 77 |
| Ability to improve Community/Country/World | 72 |
| Clearly Defined Assignments | 72 |
| Recognition for Good Performance | 71 |
| Embraces Diversity | 70 |
| Clear Agenda/Corporate Social Responsibility | 67 |
| Located in Diverse and Tolerant Community | 62 |
| Opportunity for Self-Expression & Creativity | 62 |
| Creates Sustainable Products and/or Has Sustainable Operations | 57 |
| Opportunity for Rapid Advancement | 57 |
| Innovative Approach to Work Featuring Latest Technology | 53 |
| High Starting Salary | 51 |
| Casual Atmosphere | 51 |
| Located Close to Home | 44 |
| Well Recognized Name/Brand/Image | 42 |

Social Power in Negotiating

- 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?



Maximizing Your Bargaining Power

1. Knowledge about yourself & employer

2. Solid recommendations

3. Poise & confidence

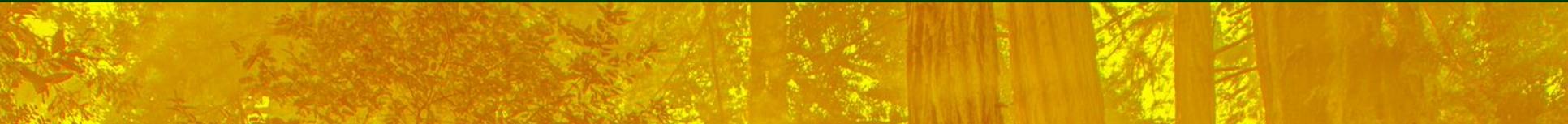
4. Inside recommendations

5. Supply and demand

6. Other offers

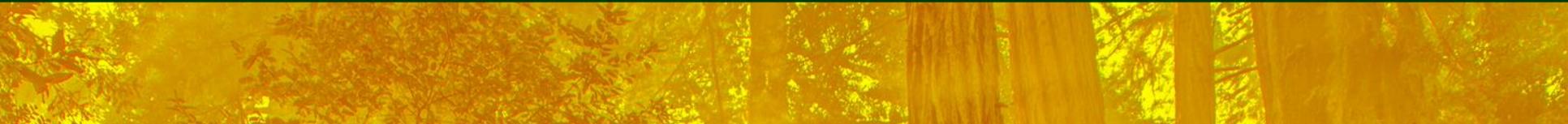
7. Persuasion

8. Silent on salary



Receiving a Job Offer

- Timing of an offer
- Impressions still count
- 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



Salary and Hiring Data

FSU Graduating Senior Survey Data

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

Negotiating Job Offers

Objectives

1. Learn appropriate negotiating behaviors.
2. Identify factors involved in negotiation decisions.
3. Understand the negotiation process from initial offer to acceptance or decline.

Considerations

Once you have received a job offer, you have more power than at any other time in the interviewing process. Aside from the main goal of making the right decision, much can be gained (or lost) from the way you negotiate your offer.

Timing

An offer can arrive anywhere from one day to six weeks after your second or third interview. Occasionally, employers will give you the offer in person at your final interview.

Etiquette and Impressions

Continue to be mindful of your behavior and the impression you are making upon the employer when the offer arrives. Let employers know you are pleased to receive an offer, reiterate your interest in the position, and thank them for their consideration. Throughout the negotiation process, it is best to maintain a professional attitude that expresses gratitude, humility, and willingness to reach an agreement with which both parties can be satisfied. As stated above, you have more power to negotiate and advocate for the best possible compensation package after receiving a job offer than at any other time in the employment process. However, it is important to remember that an employer can revoke the offer if something undesirable comes up (like a negative attitude) at any time in the negotiation process.

Every Negotiation is Unique

Sometimes you will have skills to offer employers which are in high demand. Negotiation will be easier in these situations. At other times, your offer is one of many with other candidates waiting in the wings if you do not accept. Many factors contribute to the degree to which your offer is negotiable, including the economy and labor market demand, employer need, availability of qualified candidates, available funding, and your skills compared to other candidates.

What's Inside

| | |
|--|---|
| Factors That May Be Negotiated..... | 2 |
| Making the Right Decision..... | 3 |
| Negotiating the Offer..... | 3 |
| The Final Step: Put it in Writing..... | 4 |

Research as much as you can about the organization, labor market, and what other individuals in similar positions are receiving. Be prepared to justify your negotiation with solid evidence as to why your requests are fair and reasonable.

Clarify the Offer

Be clear on all the factors that make up the offer. Get the following information before you get off the phone or leave the employer:

- Salary
- Location
- Reporting date
- Relocation expenses offered
- Signing bonus (if any)
- When they need your answer

Take Time to Evaluate the Offer

It is generally not in a candidate's best interest to accept a job offer on the spot. Time is needed to evaluate all the important factors of an employment decision. Determine what you feel to be a reasonable length of time to make your decision (a few days to a week is most common), and be ready to ask the employer for this time when you receive an offer. Employers know you are interviewing with other organizations and will appreciate your being honest and careful about your decision.

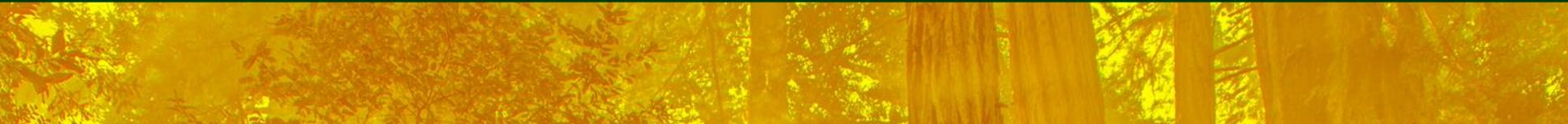
The Negotiation Process

Negotiation is a process that may consist of several contacts with an employer before an acceptance or declination are rendered. Once the employer gives the initial offer, it is common for a candidate to take time to evaluate and return to the employer to take counter-offer or negotiated adjustment to the original offer. The employer then may need to reconsider with either acceptance of the counter-offer terms or and take some time before returning to the candidate with either acceptance of the counter-offer terms or more adjustments. This process continues until the

Other Things That May be Negotiated

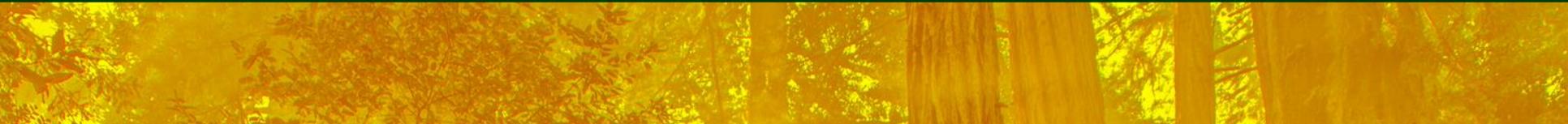
- Expense account, car, mileage
- Club memberships
- Consumer product discounts
- Office furnishing
- Insurance, pension plans, other benefits
- Relocation expenses

- Relocation expenses
- Start date
- Vacations/work schedule
- Division, department, title, classification
- Fulfillment & fun



Some Additional Words About Salary

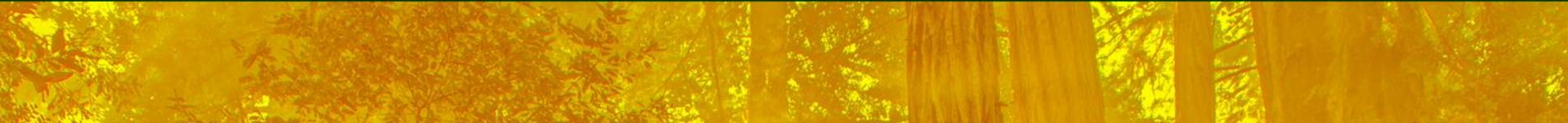
- Know what a job pays and know what you're worth
- Be informed about different ways to think about salary rates, e.g., hour, week, month, year
- Ask for time to clarify salary data
- Recognize role of initial salary in future jobs
- Never accept a job until you know the salary



The Process of Negotiating

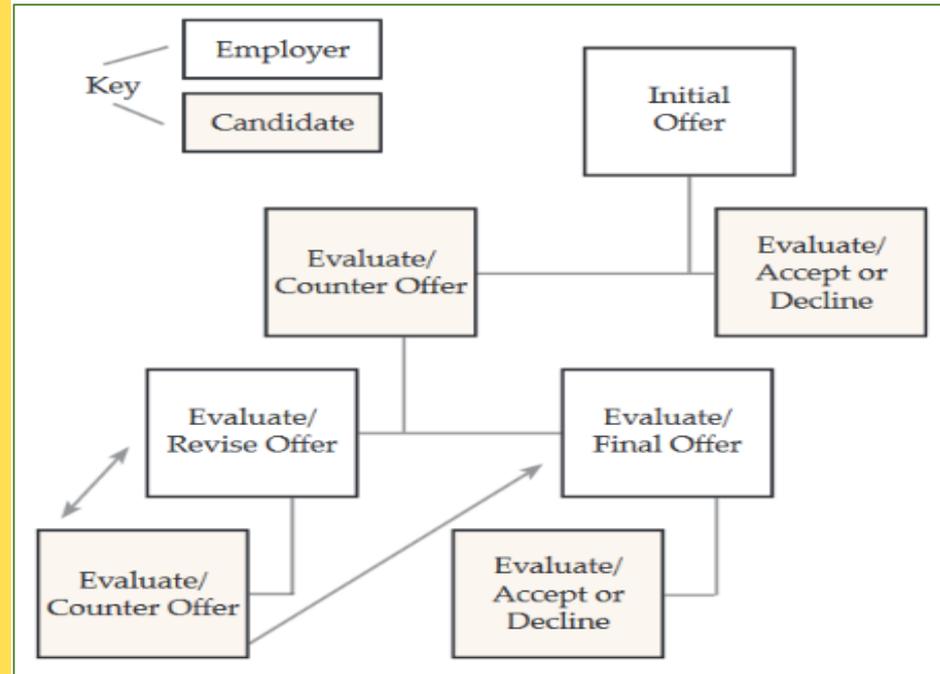
- Decide your conditions
- Remain positive
- Make a decision
- Be honest with employers

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



Evaluating Offers: Making the Best Choice

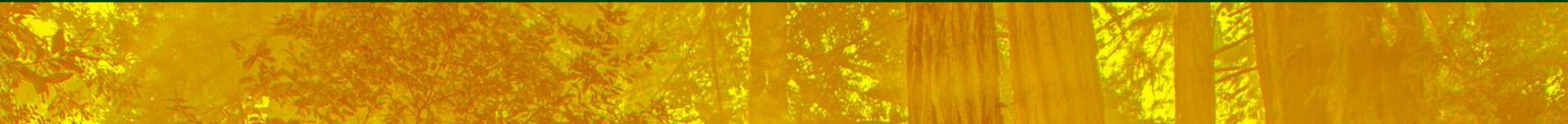
- Clarity of career goals
- Managing the process
- The employer's "sales pitch"
- Ethical issues—reneging on an offer
- Being sure about the job—10 factors to consider



The Matching Process

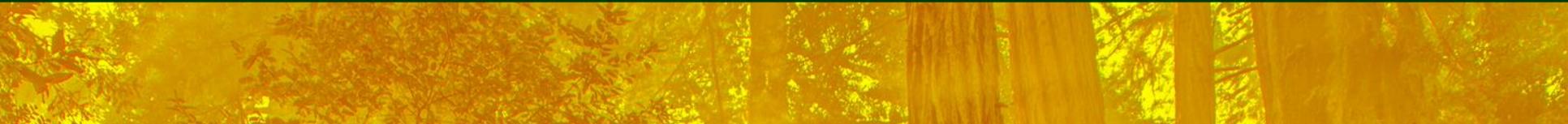
Which of these factors would you focus on in evaluating offers?

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



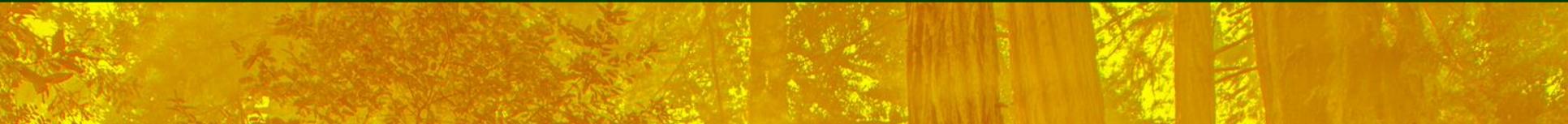
Final Steps Before You Start

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



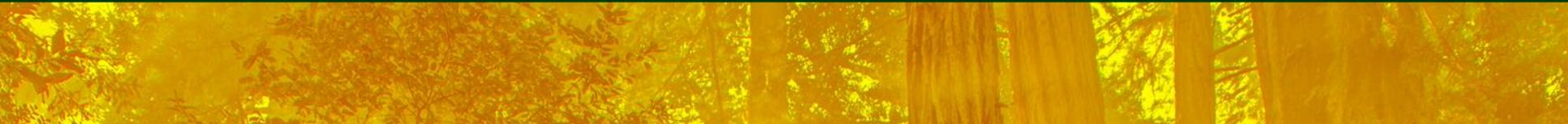
Using CIP and CASVE Cycle to Negotiate & Decide on an Offer

- 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



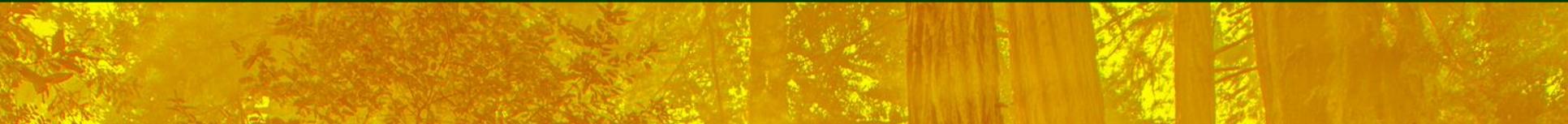
Analysis Phase

- 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



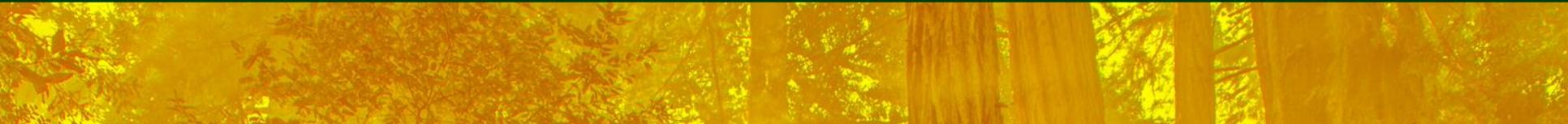
Synthesis Phase

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



Valuing Phase

- Considering **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

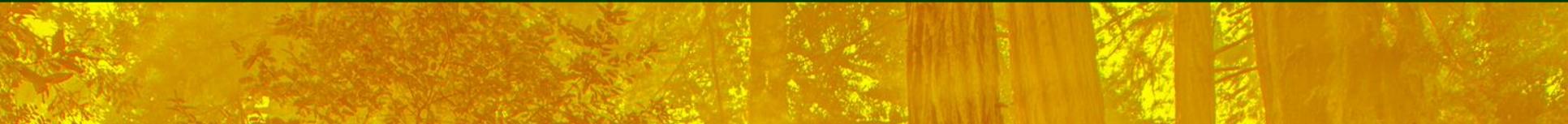
- Communicating with employers
- Accepting offer verbally and in writing
- Declining other offers



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!



Using CIP to Negotiate & Decide on an Offer

Self-Knowledge

- Importance of self-knowledge in helping you decide on the best offer

Option Knowledge

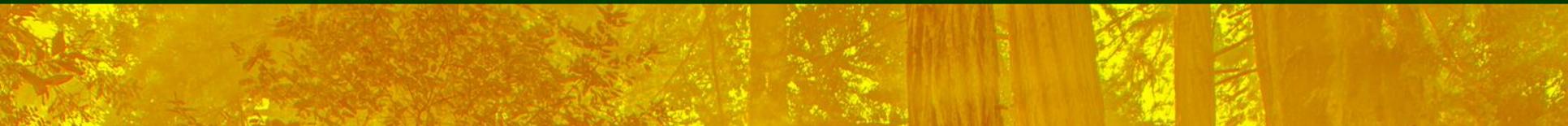
- Knowing about specific positions, along with organization's culture

Decision Making

- Using the CASVE cycle to make decisions about job offers

Executive Processing

- Importance of thinking strategically & not allowing negative thinking to impact your views of offers



Employment Decision-Making Case Study

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

| FACTORS & (weight #) | JOB 1 Technician (match #) | JOB 2 Trainer (match #) |
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