

## Business Career Services

# Offer Evaluation

1

### Receive the Offer

- Listen carefully.
- Take notes and/or request written details.
- Express gratitude for the opportunity.
- Ask by when you need to respond.
- Avoid accepting, declining, or negotiating on the spot.

2

### Evaluate the Offer

- Compare the details to Business Career Services' Annual Reports.
- Utilize online salary calculators (Glassdoor, PayScale, Salary.com).
- Consider base pay vs. total compensation; determine what is most important to you.
  - Bonuses / Commissions / Profit Sharing / Stock Options
  - Relocation Assistance / Housing
  - Paid Time Off
  - Insurance
  - Retirement Benefits
  - Education Reimbursement
  - Professional Development
  - Workplace Flexibility
  - Perks
- Reflect upon your value to the organization.
- *Consider* negotiating.

3

### Prepare for the Conversation

- Request a time to converse (in-person, video conference, or phone).
- Establish your target pay (at or near the average from your research).
- Calculate a range (use your target pay as the bottom of the range).
- Know your walk-away point (the minimum you will accept).
- Based on total compensation, identify other aspects you wish to adjust.

4

### Communicate

- Lead with positive intent; share gratitude and reiterate interest.
- Highlight your value and how you will impact the organization.
- Provide your research.
- Ask your question(s).

5

### Decide Whether or Not to Accept

- Request an updated offer letter.
- Consult with trusted sources.
- Ask for the time you need; once you accept, the details are final.

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If you have multiple offers, discern the most desirable. Only negotiate for that role.

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It is unethical to accept an offer and later renege.