

UChicagoGRAD Negotiation Guide (Non-Ac)

Hiring managers **expect** candidates to negotiate job offers. Preparation for offer negotiations starts early in the job hunt process, and it is vital to understand the factors that can influence what makes for a good offer. At the same time, many employers have rigidly defined structures and may not be flexible with salary. It is important to have a sense of what else might be “on the table” when it comes to negotiation. Salary negotiations can be delicate! Consult this guide for some tips and schedule an appointment at UChicagoGRAD to devise a winning strategy!

Do Your Research!

Do research before you even apply for jobs. You should consider the job search process as a research project.

- **Comparable Titles and Salaries:** get to know what other firms pay for equivalent positions by using web-based salary resources
- **Know Industry Norms:** get to know what the industry tends to offer. Fringe benefits may be the norm in tech; finance pays bonuses; government offers time off; nonprofits have great childcare options
- **Cost of Living Calculators:** a reasonable salary in Chicago might not go very far in places like New York, but might stretch a little in Los Angeles. Be aware of the average cost of living in your city.
- **Moving Quotes:** do you know how much it will cost to move cross country? Be sure to get a quote from several moving companies to assess costs.

What Can You Negotiate?

It's a very common mistake to focus only on salary! There are many factors other than salary that translate into money in your bank account each month.

Consider asking about:

Equity; retirement plans; starting bonus; moving or housing stipend; meals/ snacks; cell phone plan; transportation subsidies; vacation time; sick days; maternity/paternity leave; health insurance; vision; dental; spouse coverage; perks (gym, yoga, masseuse, chiropractor, etc.); training opportunities; funding for outside education and training.

Negotiations:

Wherever possible, it's better to conduct negotiations over the phone or in person (as opposed to via email). Always lead with positivity and express gratitude for the offer. Remember that you are making *requests*, not *demands*. But don't undersell yourself. Practice negotiating before conducting conversations with an employer.

Also, don't stop interviewing for other positions. Even if you don't want to work there, a competitive offer from another company can be leveraged in your salary negotiations. The easiest way to convince a potential employer of your value is to present them with an offer from a competing firm.

After the Offer Checklist:

- Send an email thanking the hiring manager for the offer and expressing excitement.
- Get details of the offer in writing
- Ask for time to consider any offer
- If possible, schedule a call to discuss with the hiring manager over the phone
- Confer with friends, family, UChicagoGRAD, and do some final online research
- Remember that not every offer is meant to be!

Resources:

UChicagoGRAD endorses the following resources to help you in your research prior to negotiations:

- [Glassdoor](#)
- [CNN cost of living Calculator](#)
- [LinkedIn](#)
- [Indeed](#)
- [UChicago Alumni Directory](#)
- [UChicagoGRAD](#)