



# Negotiation

Closing the Deal and Getting an Offer you Deserve

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# What's hard about negotiations?



**Why do you  
ALWAYS have to  
negotiate?**



# Why **ALWAYS** Negotiate?

- Demonstrate **confidence** in your value
- **Raises** are based on starting salary
- It's **expected**, and built into 1st offers
- Negotiation extends beyond salary to things that make life more pleasant:
  - Vacation time
  - Childcare
  - Work-from home
  - Goes for academic jobs too!



# Agenda:

**I) Preparation**

II) Throughout hiring Process

III) After the Offer

IV) Following Up



# Preparation

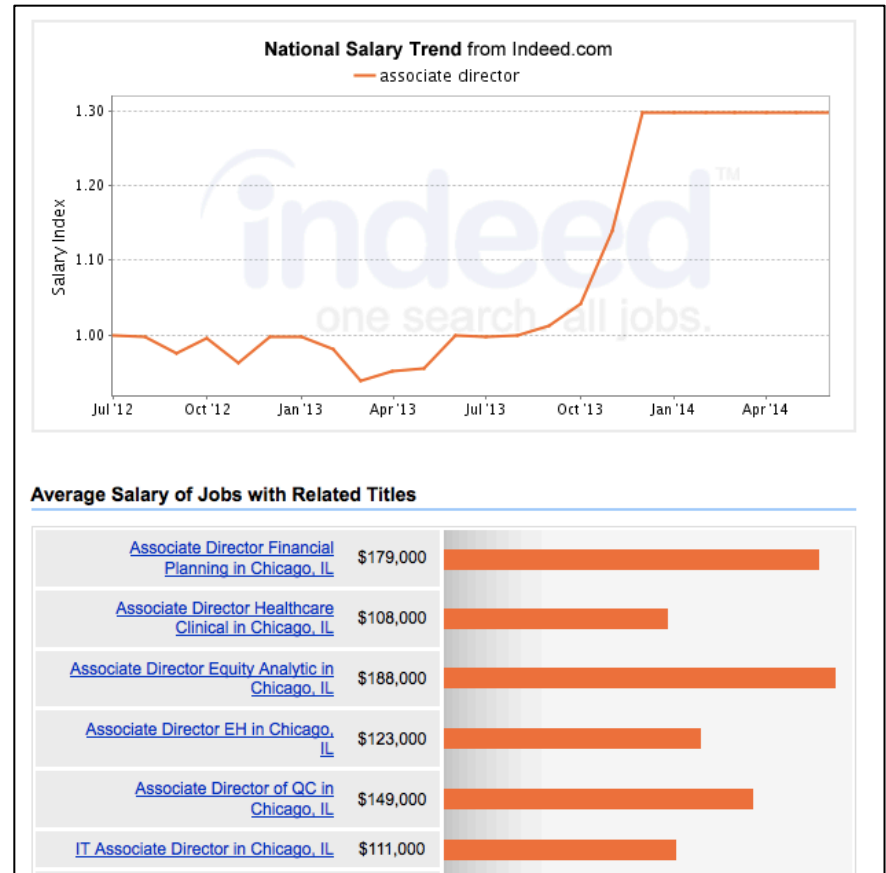
Successful negotiation begins even before submitting an application.

- **Understand** salary ranges for roles
- **Research** regional averages
- **Calculate** cost-of-living differences
- **Talk** to friends in the industry
- **Know** value of your skills/experience
- **Read** job descriptions



# Preparation: Get Informed

Sources for information about salaries:



# Preparation: Get Informed

What's the Rent in San Francisco?



## Calculators

Cost of living: How far will my salary go in another city?

I live in

GA ▼

Atlanta ▼

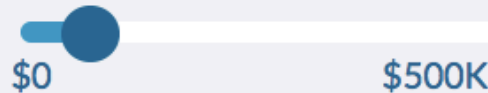
I want to live in

NC ▼

Chapel Hill ▼

I currently make

\$50K



Comparable salary in  
Chapel Hill, NC

**\$53,722**

Price difference in Chapel Hill, NC

Groceries	1% less
Housing	7% more
Utilities	2% less
Transportation	1% less
Health Care	1% less

Share your results via:





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# I: Salary Requirements

- Try to **avoid** filling in if possible
- Indicate **negotiable** requirements
- Entering a **range** instead of a number
- If a number is required, your research should inform where you place yourself in a range



# II: Phone Interview

Your leverage is **low** at this point

- If you get **pushback** on your number

*“Now that I know more about the position, I’m thinking [x]”*
- You are asked to **give** a number

*“Given my background and the details that we just discussed, I was thinking [RANGE], and would be hoping to fall on the higher end”*
- Don’t flinch **first!**

*If salary isn’t mentioned, keep it for a later conversation.*



# II: 2<sup>nd</sup>/3<sup>rd</sup> Interview

Your leverage is **still low** at this point

- Are they worried you'll be too costly?

*Probably not.*

- Don't let informality fool you

*If salary comes up at lunch, defer*

- Don't mention things that complicate your ability to say yes.

*"Living in San Francisco is so expensive!"*

*"I'll have to pay for private school for my kids"*

*"Do you know how much it costs to move?"*



# The offer!





# And you are Rudy

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# You are Han Solo





**You are Kerri Strug,  
heroine of the 1996  
American women's  
gymnastics team and  
you have just landed a  
vault on a broken ankle,  
impossibly, to secure  
the gold medal, and  
glory for your entire life  
to come.**





# But wait.



# Dig in.



**Because now you  
have leverage.**



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# After the Offer

- Convey your **excitement**.
- Get everything in writing **if you can**
- After confirmation, get a **timeline**
- Try to get information on **benefits**
- **Schedule** time to talk by phone
- **Notify** other places to which you are applying. Ask about their process.



# Give them Reasons

## **Stronger Reasons:**

- Competitive offers elsewhere
- Data on comparable salaries / packages, both within the firm/org and industry
- Quotes from moving companies

## **Less Strong Reasons:**

- I made more before!
- I can't support my family on that!
- I have a Ph.D. [or MA]



# Email is a Tricky Medium

- Words can have different **interpretations** if you're not "live"
- You're more of a **person** on the phone
- Easier to convey **enthusiasm**
- Able to put the hiring manager on the spot – to **turn the tables**
- If you're emailing
  - These are *asks*, not *demands*
  - Offer to follow up on the phone



# Phone is Better

- Set an agenda for yourself
- Thank the person again
- Lay out goals for the conversation...  
but be prepared for the unexpected
- Make sure they have time to respond
- Don't lay out personal hardship
- Make your case in concrete terms
- Know your worth





# What's Negotiable?

- Salary / Moving stipend / Signing Bonus
- Time to make a decision
- Leave time (vacation, personal time)
- Healthcare benefits (flexibility can vary)
- Start date / startup costs
- Budget for technology / lab equipment
- Working remotely
- Eligibility for promotion or review
- In academic jobs: teaching loads, committee duties, sabbatical, etc.



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# Following Up

- Be gracious with all counter-offers
- Be sure to follow up on calls to put new asks in writing – be specific
- Offer a new timeline and flexibility – asking for more on their end will take time
- Stick to the deadlines that you set
- Remember, this is the first group of tasks that you are setting up for your future boss



# Practice!

- I) Both sides of the equation
- II) What are your priorities as a hiring manager?  
How about as a candidate



**What did you learn  
about your style and  
preferences in this  
exercise?**



**Questions?**  
**tessel@uchicago.edu**

