Job Offer Negotiation
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!
Four Basic Rules to Negotiation

Deepah Malhotra (Professor of Negotiation) at Harvard Business School
#1: They have to like you.
#2: They have to think you deserve it.
#3: They have to justify it internally.
#4: They have to find flexibility.
Agenda:

I) Preparation
II) Throughout hiring Process
III) After the Offer
IV) Following Up
V) Practice
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:

- Glassdoor
- Indeed
- PayScale
- Monster

![National Salary Trend from Indeed.com](image)

Average Salary of Jobs with Related Titles:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director Finance in Chicago, IL</td>
<td>$179,000</td>
</tr>
<tr>
<td>Associate Director Healthcare Clinical in Chicago, IL</td>
<td>$108,000</td>
</tr>
<tr>
<td>Associate Director Equity Analytics in Chicago, IL</td>
<td>$188,000</td>
</tr>
<tr>
<td>Associate Director EH in Chicago, IL</td>
<td>$123,000</td>
</tr>
<tr>
<td>Associate Director QC in Chicago, IL</td>
<td>$149,000</td>
</tr>
<tr>
<td>IT Associate Director in Chicago, IL</td>
<td>$111,000</td>
</tr>
</tbody>
</table>
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: [Facebook] [Twitter]
Know Your Own Value(s)

- What do you need to live?
- What do you need to live in this potential location?
- What do you need to live the way you want to live?
What do you need to live?

- Rent
- Food
- Utilities
- Transportation
- Clothing
- Taxes
- Insurance

- Spending Money
- Childcare
- Loans
- Etc.
Agenda:

I) Preparation

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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: 2nd/3rd 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!
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 by phone
- Able to put the hiring manager on the spot by phone – 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
- Working remotely
- Eligibility for promotion or review
- Equity shares
- Tuition/Certification reimbursement
- In academic jobs: startup funds, research budget, teaching loads, committee duties, sabbatical, etc.
Remember...

Negotiating a job offer
and
Negotiating a salary

ARE
NOT
SYNONYMOUS
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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
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Practice!

I) Both sides of the equation

II) What are your priorities as a hiring manager? How about as a candidate?
Role Play Exercise

Form groups of 3 or 4
1. Job Candidate
2. Employer
3. Coach the candidate
4. Observer

Assume job offer has been made, and the salary is a bit lower than the candidate expected
What did you learn about your style and preferences in this exercise?