Chapter 14

Negotiating & Evaluating Job Offers
Presentation Overview

• Negotiating defined
• Skills needed to negotiate effectively
• Social power in negotiating
• Steps for accepting/declining offers
• What do you negotiate?
• Determining what’s important to you in evaluating offers
• CIP perspective on negotiating & evaluating offers
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 Selected Skills

- See text Table 14.1
- What skills are most important for new hires?
- What are ways you can develop these skills?
**What employer characteristics are most important to you?**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Job/Employer Attribute</th>
<th>Percentage Ran</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Opportunity for growth</td>
<td>88</td>
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<tr>
<td>2</td>
<td>Friendly co-workers</td>
<td>80</td>
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<tr>
<td>3</td>
<td>Job security</td>
<td>79</td>
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<td>4</td>
<td>Good benefits</td>
<td>75</td>
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<td>5</td>
<td>Ability to improve community</td>
<td>67</td>
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<td>6</td>
<td>Recognition for good performance</td>
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<td>7</td>
<td>Clearly defined assignments</td>
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<td>8</td>
<td>Opportunity for creativity</td>
<td>60</td>
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<td>9</td>
<td>Diversity conscious employer</td>
<td>57</td>
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<tr>
<td>10</td>
<td>High starting salary</td>
<td>51</td>
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*NACE Class of 2016 Student Survey*
Social Power in Negotiating Job Offers

• 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?
Timing

- First Interview
- Second Interview
- Offer
- Negotiate
- Acceptance
- First Day on Job

Social Power In Negotiating

Job Hunter

Employer
Maximizing Your Bargaining Power

- Knowledge about yourself & employer
- Solid recommendations, reputation from prior work experience
- Poise & confidence
- Inside recommendations

- Supply & demand
- Other offers
- Persuasion
- Silent on salary
- Be patient—ask for time
Receiving a Job Offer

• Timing of an offer
• Impressions still matter
• 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
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
Other Things that May Be Negotiated

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

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

Which of these factors would you focus on in evaluating offers?
Final Steps Before You Start

• What happens before you sign your contract or appointment papers?
• What types of background checks does the employer require?
• Importance of being honest about things in your background that might impact your employment
Using CIP and the 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 the 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!
Employment Decision-Making Case Study

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

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<th>FACTORS &amp; (weight #)</th>
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<th>JOB 2 Trainer (match #)</th>
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