Chapter 14

Negotiating & Evaluating Job Offers
• Negotiating defined
• Student vs. employer views of skills needed to negotiate effectively
• Social power in negotiating
• Maximizing bargaining power
• What do you negotiate?
• Determining what’s important to you in evaluating offers
• CIP perspective
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 Essential Career Readiness Skills

- See text Table 14.2
- What skills are most essential for new hires?
- What are ways you can develop these skills?

What class assignment allows you to highlight your skills?

ProfessioNole Ready

ProfessioNole Ready teaches students about the professional skills valued by employers in the workforce, graduate or professional school programs, and other post-graduation plans.

HOW IT WORKS
ProfessioNole Ready is a self-guided online professional development series with interactive learning activities that will help you build the skills employers want. With 13 career modules available to explore, ranging from resumes and interviewing to professional communication, participants have the flexibility to choose which topics best meet their needs.

CHOOSE HOW YOU LEARN
ProfessioNole Ready is completely online and available to complete at your own pace.

- Interactive learning activities
- Informative videos
- Reflective questions
- Develop action plans
- Module quizzes
- Engage with Career Center resources, services, and programs
<table>
<thead>
<tr>
<th>Job/Employer Attribute</th>
<th>Percentage Rated</th>
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<tbody>
<tr>
<td>Job Security</td>
<td>83</td>
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<tr>
<td>Opportunity to Develop Job-Specific Skills</td>
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<tr>
<td>Opportunity to Develop Applied Skills</td>
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<td>Friendly Co-workers</td>
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<td>Good Insurance/Benefits Package</td>
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<td>Ability to improve Community/Country/World</td>
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<td>Clearly Defined Assignments</td>
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<td>Recognition for Good Performance</td>
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<td>Embraces Diversity</td>
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<tr>
<td>Clear Agenda/Corporate Social Responsibility</td>
<td>67</td>
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<tr>
<td>Located in Diverse and Tolerant Community</td>
<td>62</td>
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<tr>
<td>Opportunity for Self-Expression &amp; Creativity</td>
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<tr>
<td>Creates Sustainable Products and/or Has Sustainable Operations</td>
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<tr>
<td>Opportunity for Rapid Advancement</td>
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<td>Innovative Approach to Work Featuring Latest Technology</td>
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<td>High Starting Salary</td>
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<td>Casual Atmosphere</td>
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<td>Located Close to Home</td>
<td>44</td>
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<tr>
<td>Well Recognized Name/Brand/Image</td>
<td>42</td>
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Social Power in Negotiating

- 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?
## Maximizing Your Bargaining Power

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Knowledge about yourself &amp; employer</td>
<td>5. Supply and demand</td>
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<td>2. Solid recommendations</td>
<td>6. Other offers</td>
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<tr>
<td>3. Poise &amp; confidence</td>
<td>7. Persuasion</td>
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<td>4. Inside recommendations</td>
<td>8. Silent on salary</td>
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</table>
Receiving a Job Offer

• Timing of an offer
• Impressions still count
• 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

Salary and Hiring Data
FSU Graduating Senior Survey Data
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
- 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 your employer require?
- Importance of being honest about things in your background that might impact your employment
Using CIP and 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 **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!
Using CIP to Negotiate & Decide on an Offer

**Self-Knowledge**
- Importance of self-knowledge in helping you decide on the best offer

**Option Knowledge**
- Knowing about specific positions, along with organization’s culture

**Decision Making**
- Using the CASVE cycle to make decisions about job offers

**Executive Processing**
- Importance of thinking strategically & not allowing negative thinking to impact your views of offers
Employment Decision-Making Case Study

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

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<tr>
<th>FACTORS &amp; (weight #)</th>
<th>JOB 1 Technician (match #)</th>
<th>JOB 2 Trainer (match #)</th>
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