



Carnegie Mellon University

Know your worth!

Job Offer Evaluation & Negotiation

Kristin Staunton & Katie Flanigan
Dietrich College Career Consultants
Career & Professional Development Center

Important Note

This information is intended to help you understand general terms and processes related to offers for employment

The information contained within this presentation is not and should not be interpreted as legal advice

Prior to accepting or declining offers and/or signing legal documents associated with your offer, you can seek proper legal advice as needed

What does a job offer process “look like”?

- The offer will arrive by phone, and then by email/letter (typically).
- A response deadline will be established.
- The offer should be received in writing with full benefit summaries and contractual disclosures.
- The average decision-making period is 3 to 7 days.
- You can still move forward with other interviews and applications, until you have accepted an opportunity.

Verbal Offer – Communication Strategies

Listen carefully and take notes!

- Ask for clarification regarding the terms of the offer as needed

You can negotiate and/or share initial reactions

- Response deadline
- Compensation expectations

Ask for the offer in writing

- Even if the offer sounds good, make sure you get it in writing before giving a verbal commitment to accept

Written Offer – Communication Strategies

- Acknowledge that you received the offer but use non-committal language until you are certain that you will accept
 - *“Thank you for sending the offer, I will review the attached information and follow-up with any questions or concerns. I will provide my response by DATE as indicated in the offer letter.”*
- Take your time to review the offer and write down any questions or concerns that you want to discuss with the company
 - *Determine if the questions are better answered by phone or email*

Your first job may not be your dream job, and that's okay!

Instead, ask yourself:

Can I be happy within this role for at least one year, and will it prepare me for the next step / position?

What should I consider?

1. Organizational Fit
2. Career Fit
3. Geographic Region & Cost of Living
4. Community
5. Organizational Health
6. Coworkers
7. Work/Life Balance
8. Growth Opportunities
9. Flexibility & Autonomy
10. Salary & Benefits

FACTOR	OFFER A	OFFER B	OFFER C
Company Reputation/Stability			
Co-workers/Project Team			
Health Insurance			
Job Responsibilities			
Location			
Opportunity for Advancement			
Overtime			
Paid Vacation			
Pension/Retirement			
Relocation			
Salary			
Signing Bonus			
Stock Options			
Supervisor			
Training/Professional Development			
Travel			
Tuition Reimbursement			

Which employer would you choose?

Employer 1

- 250,000+ employees
- Conservative corporation
- Travel opportunities
- Excellent benefits
- Relative job security
- Multiple locations

Employer 2

- 60+ employees
- Generous vacation policy
- Office events & happy hours
- Casual workplace / flat hierarchy
- Access to top leadership
- 1 location

Before you negotiate, know your worth!

Before you negotiate, know your privileges!

Before you negotiate, know your responsibilities!

Resources

[Nerd Wallet Cost of Living Calculator](#)

- Compare cost of living between locations

[Glassdoor](#) and [LinkedIn Salary](#)

- Review self-reported salary data

[First Destination Survey](#)

- Mean and median salary data from CMU alumni

[GoinGlobal](#)

- Review H1B sponsorship history for salary information

Ethical Job Search Policy for Students

As outlined in the [Ethical Job Search Policy](#), when a student accepts a full-time or internship position, they are expected to stop all recruiting activities, including applying and interviewing for employment.

Reneging is accepting an employment offer after previously accepting an offer with another employer

- Reneging reflects poorly on the candidate and potentially damages Carnegie Mellon's reputation and relationships with employers
- Instances of reneging that are reported by employer will be investigated by the CPDC and may result in loss of recruiting privileges for the student
 - *1st Offense: Removal from Handshake, including campus job search, interviewing access, and appointment scheduling privileges for the remainder of the current and next full semester (fall/spring) and required to meet with a designated senior academic official within the student's home college.*
 - *2nd Offense: Permanent deactivation of student's Handshake account and required to meet with a designated senior academic official within the student's home college.*

Offer and Hiring Policy for Employers

Offer* with a start date in following calendar year/s (*January 2023-December 2023*)

Type of Offer Extended	Earliest Student Response Dates
Any offer as a result of a summer internship** (return offer)	October 15th or three weeks (whichever is later)
All other offers	November 15th or three weeks (whichever is later)

Offer with a start date in current calendar year (*January 2022-December 2022*)

Type of Offer Extended	Earliest Student Response Dates
All offers	Minimum of three weeks

- If a company neglects to follow the [Hiring and Offer Policy](#):
 - *Let them know about the policy and politely request an extension*
 - *If they decline to provide an extension, reach out to a Career Consultant to discuss next steps*

Compensation Expectations

Compensation conversations can happen at any time – do your research and be prepared!

When asked about compensation requirements, you can provide:

- Ranges
- Averages

When determining appropriate compensation figures

- Be reasonable
- Consider cost of living and other expenses

Once you've evaluated the offer, determine if you want to negotiate

- You do NOT need a competing offer to negotiate
- Don't negotiate if you have no intention of accepting the offer
- Once you give a range/figure, your negotiation potential is tied to it!

What aspects can I negotiate?

- Base salary
- Start dates
- Flex time/remote work
- Parking/commuting costs
- Vacation time (more flexibility in smaller companies)
- Tuition reimbursement
- Relocation stipends
- Signing bonuses
- Stock options – the amount and/or when they vest
- Special circumstances (weddings, prescheduled vacation, etc.)

How do we negotiate?

Refer to the handout!

Keep in mind that when employers make an offer, they consider three things:

1. The market
2. Salary of current employees
3. Your qualifications

Negotiation Terminology

Magic Words:

- “I am very excited about this opportunity”
- “Is there any flexibility regarding...”
- “The only thing preventing me from signing this offer is...”
- “I would be more comfortable if X were closer to...”

Terms to Avoid:

- “I want/need X so that I can ...”
- “My friend got ...”
- “Can you give me...”

Declining an Offer

Turn down an offer BY or before the deadline given

Be grateful in your communication:

- Thank the recruiter/hiring manager for their time
- Request to stay in touch
- Connect with them on LinkedIn if you haven't done so already

If declining via email, offer to speak with the company contact by phone

Recruiters may want to speak with you about your decision, be prepared to:

- Give a reason
- Answer tough questions like:
 - *“Is there anything we can do that would make you reconsider?”*
 - *“Are you able to share what company you are going to?”*
 - *“I don't understand, what changed since the last time we spoke?”*

Questions?

Putting it all together.

https://www.youtube.com/watch?v=XY5SeCI_8NE