

# Evaluating Job Offers



## Have a PLAN

Research the industry and figure out what you would need simply to survive in the area in which you are planning on living, taking your budget into account.

Sites like Glassdoor, LinkedIn, Facebook, and bizjournal.com can give you very personal insight into a company and company culture.

## THE TIMING

You should not have any kind of conversation with employers about salary or benefits until you have received an offer.

### What if the employer asks before an offer?

Address this question by indicating that your requirements are negotiable. You can also indicate that for now, your primary concern is with the position itself and your fit for it, and that you would be happy to discuss compensation once you have both decided that you are the right person for the job.

## MORE THAN MONEY

There are multiple parts to any job offer. Companies will start with the base salary, but could possibly add incentives such as health insurance, tuition assistance, signing bonus, performance bonus, 401k matching, moving costs, and other considerations. It is important to ask about the entire package.

## GET IT IN WRITING

Always ask them to put the offer and the details of the compensation package in writing. This allows you to weigh your options.

## WAITING ON A SECOND OR THIRD OFFER

Congratulations! Now the hard part: In all likelihood, you will not be able to evaluate all your options together.

- Thank the employer.
- Reiterate your interest in the position.
- Ask if you may have some time to think it over.

If you must make a decision on your 2nd or 3rd choice before knowing the status on your 1st choice, let your 1st choice know you have an offer on the table, and that you need an update on the status of your candidacy.

## MAKE THEM COMPETE FOR ME

Be careful. This strategy works best when the offers received come from competitors within the same industry. In other words, if the market rate for the jobs should in theory be similar, then telling one employer that you have received a higher offer from another may encourage them to match it. Never lie to a company and tell them you have received a higher offer when you haven't.

The CMC does not encourage negotiating offers, and believes only those with relevant experience in their field should use this tactic. Asking for a salary increase without having solid experience can appear as if you are entitled and unappreciative. As a result, employers may see you as a risk to their corporate culture and remove the offer completely.

"I want to keep interviewing after I have accepted a position."

This strategy is not only harmful to the Rawls College of Business, but is considered a breach of ethics, and can seriously harm your reputation in your chosen field. Keep in mind that recruiters within fields usually know one another and have been known to compare notes.

## KEEP IT PERSONAL

Advice is everywhere, but the decision to accept a job is a very personal one and involves a lot of factors. Use your head, but trust your gut. Take into consideration company culture, the location, your short and long term goals and how that company can help you achieve them, and the opportunity for professional and personal growth.

Only you can decide whether or not a job is right for you. The CMC is here to help, and we strongly encourage students to schedule an appointment with us when struggling with whether or not to accept an offer or trying to negotiate compensation.