

## **NEGOTIATING JOB OFFERS**



You have got through the interviews and have received the call you have been waiting for – the one offering you the job.

When you receive a job offer, it is important to take the time to carefully evaluate the offer so you are making an educated decision to accept, or to reject, the offer.

Consider the entire compensation package – salary, benefits, perks, work environment not just your salary.



### **KNOW YOUR WORTH**

How much does your experience translate into pound signs is pretty integral to negotiating a job offer. By putting in some extra effort to know what the number is, is crucial.

“The first question you need to ask yourself, is whether you will accept the salary being offered, or try to negotiate for more. The best way to do this is researching into the remuneration package you expect, as well as the current market rates for the type of role you've been offered.”

Talk to people in the industry, or similar industries, and research the company fully.

Once you have an idea what your role translates to in terms of rough salary it is time to take a look at what your minimum, expected and dream salary would be and work from there.

The thing to remember is that your research is really important and makes sure you don't get a rough deal.



## **TAKE YOUR TIME**

The thing about negotiation is you have to get it right and know where you stand. Being fickle about your terms won't do you any favours so taking things one step at a time is a must.

Don't be scared to say that you need a bit of time to consider the offer

Let them know exactly when you will get back to them – there is nothing like being unreliable before you've even started to make a bad impression!

Give yourself a realistic time period too, enough time for you to think it through fully.



## **SELL YOURSELF**

Knowing how to sell yourself is a skill and one that many people shy away from for fear of coming across as aggressive. Getting a balance is important and always ask everything you can that can further your career.

Ask if there is any flexibility in the offer, as well as how regular salary reviews will take place - taking a lower salary will be more acceptable if there will be regular salary reviews.

If the salary is below your minimum expectation, explain that the offer is below what you were expecting, backing it up with why.

If the package is around your expected salary, you should still attempt negotiation, explaining how your experience, knowledge and qualifications position you in the market.

In the event of being offered your dream salary, you'll probably want to discuss room for future growth in earnings and career development.

## **LOOK AT ALL THE OPTIONS**

Do not solely consider salary: take into account other considerations, such as benefits, working hours, work culture, the job itself and room for career development.

Take into account what things matter to you – would you rather have more flexible hours to be at home with your kids than a higher salary, would you rather have private healthcare?

All of these things make a difference.

If the salary is not what you expected and is not compensated by additional benefits or career development. This is your opportunity to discuss this and weigh up the options if there is no room for manoeuvre.

## **KNOW WHEN TO BACK DOWN**

Now this is one of the most important points; knowing when to cut your losses and back down.

It's not ideal, but sometimes that is just the way it is. Just keep everything that you had in mind for your next career move and hopefully things will work out.

Alternatively if you've learnt that the company actually isn't going to be good for your career progression you can cross that job off the list and move on!

