

# Evaluating Job Offers

Evaluate the factors below by researching the company, asking questions, and being observant during the interview process.

## THE POSITION

- Day to day tasks: routine or project oriented?
- Degree of independence
- Opportunity to learn new skills
- Opportunity to apply academic training
- Exposure to outstanding colleagues
- Hours: both stated and expected
- Criteria used to evaluate you
- Personalities of supervisors/colleagues
- Opportunity for travel
- Pressure and pace of work
- Social significance of position
- Fit of position with long term goals
- Transferability of skills

## COMPENSATION AND BENEFITS

- Salary-bonuses included? When is annual review?
- Medical/dental/vision benefits
- Retirement plan
- Company holidays/sick leave
- Life insurance
- Stock options
- Relocation expenses
- Educational benefits

## THE ORGANIZATION

- Technologically innovative
- High investment in R&D
- Quality of products and services
- Management style/quality
- Opportunity for advancement
- Reputation and image of company/profitability/stability
- Encouragement of professional growth
- Importance of your division/team to the company as a whole
- Corporate culture
- Integrity/ethics/company values
- Future of company/products
- Encouragement of new ideas
- Demeanor of employees (friendliness, professionalism, attitude)
- Work environment (atmosphere, pace)
- Recognition for special achievement
- Training and professional development opportunities
- How you are treated during the interview process
- Primary method of communication (email, IM, in-person, etc.)

## LIFESTYLE

- Proximity to graduate schools
- Cost of living
- Proximity to family and friends
- Commuting distance/costs/traffic
- Recreational/cultural opportunities
- Employment opportunities for spouse/partner
- Long-term professional and personal prospects for self/spouse/partner
- Weather

## STABILITY / GROWTH

- Growth history
- Dependence on the business cycle/trends
- Dependence on government policies/programs
- Ask for a copy of the company annual report
- Check trade journals and other publications
- Is the company public or private?
- Is the company driven by research and development or is it cost driven?

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## OTHER WAYS TO LEARN MORE ABOUT THE COMPANY AND POSITION

- Obtain a written job description
- Speak with potential co-workers in the department
- Ask to see the workspace assigned to the position
- Ask for a copy of the company newsletter

# Negotiating Salary

The art of negotiating is the process of pursuing a goal in a dialogue with another person or persons. Its resolution is one in which all involved should feel satisfied. Negotiating should not be an adversarial process. Prepare by relaxing and getting organized! Here are some additional tips for success.

- Never accept a job offer on the spot
- Come to the table with confidence
- Always start the process with positive comments regarding the company and the position
- Know what you can deliver in tangible terms
- Understand your strengths and why you are unique
- Practice the negotiation session
- Develop an understanding of the best time in the process to negotiate
- Avoid commitment words: always, must have, deal breaker, never, won't consider
- Be sure both sides win
- Know when to stop the process
- Consider negotiating non-salary aspects of an offer: benefits, relocation expenses, bonuses, start date, etc.
- Gain an understanding of the company evaluation process and future increases
- During the process, hear what is being "communicated" not just what is being said. Be aware of body language and other subtle signals.
- Be sensitive to the goals, issues and risks of the individual with whom you are negotiating
- Your negotiating goals, rationales and alternatives should be presented in business terms-addressing the position under discussion, not your lifestyle goals.
- BE REALISTIC

In responding to a company's job offer, you should consider:

- The current demand in the job market for your expertise
- The urgency of the company's need to fill the position
- The degree to which you feel you have sold the employer on your value
- The size and financial strength of the organization
- The company's internal flexibility to adjust salary levels

## NON-SALARY METHODS OF COMPENSATION

- Flex time
- Laptop/personal computer
- Company car
- Yearly/quarterly bonus
- Profit sharing
- Public transportation reimbursement
- Childcare expenses
- Vacation time
- Cell phone
- Club/association membership
- Corporate recreation facilities
- Stock options/equity
- Commuting expenses/parking
- Signing bonus
- Moving/relocation costs

## WEBSITES FOR EVALUATING JOB OFFERS/NEGOTIATING SALARY

[salary.com](http://salary.com), [salaryexpert.com](http://salaryexpert.com) and [quintcareers.com](http://quintcareers.com)  
Salary ranges by job title and geographic location

[jobstar.org](http://jobstar.org)  
Salary surveys, negotiating tips, job ads, job hotlines and job fairs

[homefair.com](http://homefair.com)  
Cost of living comparisons and salary calculator