Evaluating job offers and negotiating salary is a very important step in the job search process. It is important to consider a variety of factors when making your decision, not just the salary amount. It could be beneficial to make a comparison list of the following factors for different offers you may receive.

- Advancement opportunities
- Childcare
- Flex Time / Telecommuting
- Location
- Tuition assistance
- Professional development
- Amount of travel
- Retirement benefits
- Hours of work

- Loan repayment
- Domestic partner benefits
- Salary
- Relocation expenses
- Workplace culture
- Health benefits
- Vacation
- Interesting and challenging responsibilities
- Life insurance

When considering offers, be aware of all benefits, not just salary, because an excellent benefits package translates into savings for you!

Occasionally, an employer may ask you early on in the interview process for your salary requirements. If this happens, be prepared to provide a salary range. It is important to do your research on comparable jobs and know what you will be willing to accept. Be honest with what you will accept- it will prevent you from going all the way through an interview process only to be disappointed because an employer cannot offer the salary you are looking for.

The employer should give you a reasonable amount of time to make your decision and should not pressure you to make a decision on the spot. Do not be afraid to ask for time to think about your decision. Most companies will allow you several days to a week to make a decision.

**SALARY NEGOTIATION**
Many people find the negotiation process intimidating but it is essential that you strive to become more confident and comfortable in having these conversations with potential employers. Timing is important. The ideal time to talk salary is after you have received a job offer, when you can ask more about salary, bonuses, commissions, health insurance, and other benefits. Here are some general tips to consider when negotiating your salary:

- Conduct a comparative salary search. Look at other jobs with responsibilities that match at least 70% of the responsibilities in your position. Present a salary range that demonstrates your knowledge of the local market value and be prepared with facts and figures.
- Be sure to be realistic in the amount you request and take other benefits such as health insurance, stock options, and bonuses into consideration. Consider negotiating items other than salary, such as: vacation, flex time, tuition assistance, or professional development opportunities.
- Be able to back up your request with specific skills, experiences, and qualifications. Use solid research and clearly demonstrate your value to the organization.
• Listen to the employer’s counter offer. Often times the data a company has is very specific with the company’s compensation philosophy and takes into account company size, geographical location, and direct competitors.
• Agree upon what performance is necessary for future salary increases and opportunities for advancement. Set a foundation for what specific performance objectives you need to achieve to obtain raises or promotions in the future.
• Recognize and inquire about the opportunities to renegotiate

However you decide to go about the salary negotiation process, stay professional. You are the first choice of the employer even if they have not offered what you feel you deserve. If negotiations fail, graciously move on and thank the employer for the opportunity.

DECIDING BETWEEN TWO OFFERS
How do you decide between two jobs offered at the same time? All job opportunities are not created equal so it is important to think about and evaluate key elements such as salary, benefits, geographic location, job responsibility, personal fit, and the potential for advancement. The following guidelines may be helpful in making your decision.

• Make sure you have a solid understanding about each organization, the job, and details of the offer so that you can adequately weigh them against each other. If needed, do more research.
• Make a list of all the aspects that are important to you in both job offers.
• It may be helpful to rank the features on your list in order of highest to lowest priority. Rate each aspect on a 1-5 point scale with 5 being the highest. When you add these totals you can see what organization ranks the highest.
• While the ranking scale can be helpful, it is also important to weigh the options that are most important to you. Visualize yourself in the two positions, where do you see yourself being most happy?
• Also consider your long-term goals. If you have a goal in mind, you can create a solid career plan and take steps towards the advancement of your ultimate goal.

You are in a great position to negotiate if you have received more than one offer and have relevant experience. When you receive the second offer, you may tactfully mention that you have received an offer from another organization. Explain to the recruiter of the second offer that you prefer to work for their organization and ask if it is possible to negotiate salary. However, it is unprofessional to use the salary of one organization to leverage power over the other. Always remain polite, professional, and realistic regarding salary. Do not compromise too early, but also take other factors that are important to you into consideration.

ACCEPTING A JOB OFFER
Job or internship acceptance is a major commitment to your new employer. You should only make this type of commitment if you intend to honor it. Once you accept an employment offer, whether through on campus recruiting, Bobcat CareerLink, or your own independent search, you are expected to completely withdraw from the job search. If you are uncertain about whether or not to accept an offer or need advice on managing multiple offers, consult with a Career & Leadership Development Center staff member. Reneging (accepting an employment offer then later rejecting it if you receive a better offer) on a job offer is unprofessional and impacts Ohio University’s reputation in the employment community as well are your own. Should you renge on an offer you will be suspended from Bobcat CareerLink until you meet with the Career & Leadership Development Center to discuss the matter.

For more information, visit the Career & Leadership Development Center web site. From the Job Search section, click on Job Search Resources.