

NEGOTIATING JOB OFFERS

For Non-Profit and Social Service Positions

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First question, should I negotiate?

When do I negotiate?

AFTER you get your offer, preferably in writing, but before you accept
Never negotiate before you receive an offer
Things change once they have committed to you
Only if you are really interested in the firm
Not at the last minute before the deadline

How should I negotiate?

Courteously. You have to work with these people.
Armed with as much information as you can get, especially regarding salary from CS web site,
online salary calculators, geographical info, etc
With an understanding of how much they want you – how desirable a potential hire are you?
Creatively, flexibly – remember that one time expenses are easier to negotiate for than ongoing
items like salary.

What can I negotiate for? How many things?

Not very many, especially this year. What is really important to you? Focus on that, not on a
laundry list of nice to have things that muddy the waters.

Here are some types of things that may be negotiable:

Timing – very negotiable

Reply date – push for more time (harder this year)

Start date – Can you move up or delay your start date?

Compensation – less negotiable

Salary – small range for entry level, but it may be possible to get \$500 - \$1000 as Penn person, or as a returning intern. Remember, when negotiating salary, he who names a number first loses.

Listen carefully throughout all negotiations. Remember: silence is your friend. If asked: “What are you looking for?” “What is your range?” is the right response. Or give a range: mid – 40’s

Relocation assistance – very common to get this if you are taking a more senior position. In addition to moving expenses, broker or realtor fees, temporary housing, etc.

Early salary review – especially if you are being paid less than you would like, getting an early review is a way for you to demonstrate your ability and move up before the typical 12 month period. Three or six months

Car/car allowance/parking – car or car allowance is common if you must travel to see clients or for work; parking can be reimbursed if you need to drive for some reason

Benefits

Health, Dental, Vision, Prescription, Vacation, Retirement – these are pretty standard, and are not negotiable, but additional unpaid vacation time is a possibility

Early vacation – typical if you have to go to a wedding or family event before you will have earned vacation time. This is pretty easy to get.

Tuition assistance/reimbursement – important for young people. Does the degree or coursework have to be work-related? Do you have to get a certain grade? Not negotiable, but worth considering.

Special training/professional development - (time off, fees) Exams for certifications or licensing. You might be able to get these if they are work-related. Computer training, if not part of initial training. A one time course is not a big deal and may not cost much

Work-related Issues

Work assignment – special group/initiative/project. For a teacher, a certain grade. For a nurse, a certain specialty. By all means ask.

Special assignments or projects - international assignment or travel

Location – both for first assignment or year, and then thereafter, for larger organizations with multiple offices/locations.

Professional association membership/meetings – important at non-profits

Flex time/flex place – can you work from home? Can you come in late and work late, or come early and leave early?

Other items

Assistance with obtaining visa – very helpful for international students

Computer/laptop for home use – another one time cost. What about a BlackBerry or other Smart Phone if the organization uses them?

Non-compete clause – tricky, mainly for scientists and engineers, but depends on industry. You may be able to adjust the time limit, or the geographical limit.

Anything else?

When negotiating, don't forget the intangibles you can't negotiate – colleagues, mission of organization, etc

Know that if you get what you want, the employer may expect you to accept. Be ready to decide.

Finally, make this a win-win proposition. If your employer takes a dislike to you through this process, you are starting your job on the wrong foot. Know when to start negotiating – after you have your offer- and when to stop, while everyone is still feeling good about you and your joining the organization.