Negotiating Offers:
Workshop for Graduate Students and Postdocs

Rosanne Lurie
Senior Associate Director
Graduate Student/Postdoctoral Fellow Career Advisor
http://www.vpul.upenn.edu/careerservices/
rlurie@upenn.edu
tel. 215-898-7530
Agenda

- Negotiating Basics
- Research
- Pre Offer Negotiations
- Post Offer Negotiations
- What Can Be Negotiated
- Closing the Deal
Negotiating basics

**Structure: Win Win** – not adversarial

Wait until **you have an offer** to negotiate

- the best time to negotiate is after an offer is made but before you have accepted it

**Factors affecting negotiations:**

- External and internal pressures for an organization (competition and equity/alignment)
- Your value to the organization
- The value of the position to you
Research

Research the market:

- **Career Fields** resources from our Career Services website -- [http://www.vpul.upenn.edu/careerservices/careerfields/](http://www.vpul.upenn.edu/careerservices/careerfields/)

- **Professional Associations and Salary Surveys** –
  
  JobStar Central [http://jobstar.org/tools/salary/sal-prof.php](http://jobstar.org/tools/salary/sal-prof.php);


  glassdoor.com and GoingGlobal H1B visa database (through the CS Library webpages);

Welcome to the Nation's premier source for career information! The profiles featured here cover hundreds of occupations and describe What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes BLS employment projections for the 2010-20 decade.


www.bls.gov/es/ooh

SELECT OCCUPATIONS BY

- 2010 Median Pay
- Entry-Level Education
- On-the-job Training
- Number of New Jobs (Projected)
- Growth Rate (Projected)

BROWSE

- Highest Paying
- Fastest Growing (Projected)
- Most New Jobs (Projected)

FEATURED OCCUPATION

Atmospheric Scientists, Including Meteorologists

Atmospheric scientists study weather, climate, and other aspects of the atmosphere. They develop reports and forecasts from their analysis of weather and climate data.

view profile »
Research Scientist Salaries

3,643 Salaries

Updated Mar 24, 2015

National Avg

$77,238

Min

$49k

Max

$124k

Philadelphia, PA Area

Avg

$77,659

Min

$50k

Max

$106k

About This Data

Salaries by Company

<table>
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<tr>
<th>Company</th>
<th>Average</th>
<th>Min</th>
<th>Max</th>
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<td>$128,165</td>
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H-1B Plus

Going Global’s H1B Plus database contains approximately 500,000 records of companies that applied for H1B visas in the prior year. This information was gathered directly from Department of Labor (DOL) records, which is the government agency responsible for all H1B submissions. Every quarter, DOL makes available a listing of all companies who have submitted H1B visa applications for the most recent 3 months for which records are available. The records contained in Going Global’s H1B Plus database contains the most recent 12-month period of records available.

H1B Plus allows for the following searches, which can be sorted in a variety of customized views, including by wage:

- Industry
- Job Title
- Company
- City/State
- Metro Area
- Advanced

**Company Name:**

**Employer:**
EDUCATIONAL TESTING SERVICE

**Street:**
660 ROSEDALE ROAD

**City:**
PRINCETON

**ZIP:**
08541

**State:**
NJ

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<tr>
<th>Job Title</th>
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<td>READER</td>
<td>Secondary School Teachers, Except Special and Care</td>
<td>$1,639.00</td>
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<td>Instructional Coordinators</td>
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<td>SOFTWARE DEVELOPER - LEAD</td>
<td>Software Developers, Applications, Non R &amp; D</td>
<td>$115,571.00</td>
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</table>
Research the Market

• **Your networks** -- Ask advice from alumni – QuakerNet; LinkedIn
  – “What does an entry level person (or someone with qualifications such as x,y,z) make at your organization?”
  – “What resources were helpful to you when you were preparing for interviews and negotiating offers in this field?”

• **Other job descriptions** -- in PennLink as well as InDeed, SimplyHired
Research – con’t

Research the position and organization

• What is the value of the job to the organization?
  ✓ supervisory roles
  ✓ budget responsibilities
  ✓ public/client interaction
  ✓ reporting level to higher – ups
  ✓ level of training/education/certification required
  ✓ uniqueness of role or characteristics/qualities required

Research yourself

• What are your goals, values, interests and financial “bottom line”? (if relocating, factor in cost of living changes)
• What are the benefits of the position to you (location, advancement, prestige, environment, etc)
Pre-Offer Negotiations: Written Negotiation

Keep in mind you want to avoid negotiations until you have an offer:

Application Forms
- Try to write in “negotiable” or fill in the field without an exact number
- Enter a range rather than a set number

Salary History – a listing of earnings from past positions
- “In my first position with _______, I was earning $_____ per year, since that time, my career and compensation has progressed based on my contributions. In my current position, my annual salary is $________.”
- “Because I am moving from the private sector into the public sector, I believe my salary history may not closely reflect my future earnings. I seek a position which will compensate me fairly given the current market conditions”

Salary Expectations – what you hope to earn in the current position:
“Per your request, an acceptable salary range for this job based on the description and my research, is $__,000-$__,000, not including benefits or other forms of compensation. However, I realize that flexibility is essential, and I am open to discussing your company’s salary range for the position.”
Pre-offer negotiations in the Interview

Your goal is delaying discussion of compensation until after an offer is made.

Verbal strategies: Delay - Reverse - Answer

Delay:
• "I'll gladly talk about compensation with you, but could you first help me to better understand what the job involves?"
• "Salary is not the main issue here. What is more important to me is the ____ (job, company, work environment) "
• "I am open to any reasonable offer, and I'm sure that you pay a fair wage."

Reverse:
• “I am very interested in your organization and would like to work within your salary structure – can you tell me the hiring range for this type of position?"
• “I am sure you have something budgeted for the position – can you share that information with me?"

Answer:
• “I am familiar with the market, and for someone with my skills and experience (list some), the current rate is ____ to _____. That range is acceptable to me.”
Post – offer negotiations

The moment you have waited for has arrived!

• Offer is usually given via phone by HR or Hiring Manager

• Confirm it’s really an offer - a job offer has a salary figure attached to it. Until an employer gives you an exact figure, keep looking at other opportunities.
  – “If I made you an offer, would you take it?” is not an offer

• Express enthusiasm, but do not accept a job on the spot. How long you have to make the decision will vary (given industry standard and employer needs) and can be negotiated.
Post – offer negotiations

• **Be sure to get the offer in writing.** Some companies prefer to finalize the offer before formally writing an official offer letter that you sign
  – You should request and receive a letter/email that includes the salary, start date, and the date by which they want a decision from you.
  – If during negotiations the salary and conditions of employment change, get another letter.

• **Prepare to negotiate before you do it.**
  – Understand the terms of the offer
  – Think about your priorities
  – Some organizations won’t move much from the original offer
  – Have a rationale for your requests, and avoid confrontational tones
What can be negotiated in an offer?

Salary

• discussing salary usually comes before negotiating other benefits or conditions

• Again, express enthusiasm for the job and ask if there's any flexibility in determining salary.

• Your best arguments are based on what you can contribute and what comparable employers are paying for comparable work.
I have never done this before, do I have to negotiate?
What can be negotiated in an offer

Non-salary forms of compensation/benefits -

• Bonuses
• Long term incentive (options, stock, equity)
• 401K
• Job Title, Reporting Structure
• Health Insurance, Life Insurance
• Holidays
• Relocation costs
• Certain kinds of work conditions/flexibility (schedule, travel, extra vacation days)
• Professional support: continuing education (tuition benefit), conference attendance, computers/phones for use at home)
• Start date
• Earlier evaluation for promotion
Closing the deal...

When the first offer isn’t your first choice

• If you are offered job A, but prefer job B, call the job B employer as soon as you get the first offer and let that person know that you have another offer but that job B is your first choice.

• Always tell the truth - don’t invent job offers for negotiating purposes.

• Ask when they might be able to make a decision.
Closing the deal...

Accepting an offer

• Send a written letter, even if you accept verbally over the phone. When you accept a job, you're making a commitment. Keep it.

  – If there are other employers out there, contact them and thank them for their interest and ask them to remove you from further consideration.

Declining an offer

• Be very gracious and polite. Thank them again for their interest and time spent considering your candidacy.
See a Career Advisor if you want help with:

• Practicing your interview and negotiation skills
• Evaluating offers and making decisions
• Writing thank you letters (and helping to phrase a “no thank you” response)

– [www.vpul.penn.edu/careerservices](http://www.vpul.penn.edu/careerservices)
– Call 215-898-7530 to make an appointment.
– Walkin hours are available nearly every day. Check our website for details