

# GET THE JOB

## Negotiating a Job Offer

The search is over. The interviews are done. You've done everything possible to ensure your job hunt ends in success, and it worked.

Congratulations! You've got the job — or at least the job offer. So now what?

No matter how long you've been looking for a job, your first inclination may be to take it. After all, you've invested a lot of time and effort to find the right work. But it's worth taking the time to ensure the job — the company, culture, salary and benefits — are right for you.

### CONSIDERING THE OFFER

Getting the call that you've got the job you've been after can be an exhilarating moment. But don't stay "Yes!" just yet.

Career advisers say the No. 1 mistake their clients make is rushing in without taking a step back to consider the offer.

The fight to find a job might be over, but the process is really just beginning.

During your search and interviews, you've covered the



© ADOBE STOCK

big picture elements of the job you want but with an offer in hand it's time to dig deeper.

According to the career experts at the job site Glassdoor.com, these are some of the questions you should ask yourself:

- Are the day-to-day responsibilities of the job something you'd be excited waking up to every morning?

- Does the company have a strong future, or has it been performing poorly in recent years?

- During the interview and visit to the company, did you feel like the atmosphere and culture were conducive to your style?

- What about opportunities for growth?

### DO YOUR HOMEWORK

Before you go back to the table to negotiate, do your homework.

Carefully reading the offer letter will give you details about your pay, benefits and other important information.

ground, skills and talents and arrived at a figure that most likely reflects what others with a similar history are making.

In either case, it pays to consider the other benefits of the job, such as insurance, flex time, vacation, on-the-job perks, educational benefits and other non-salary compensation items included in your package.

Intangibles such as your commute and opportunities for travel should also be included in the overall offer.

### RESPONDING

Once you've considered the offer and done your research, it's time to return to the negotiating table.

Here are some tips from Glassdoor on how to best achieve your goals:

- Back up whatever you're asking for with solid facts and statistics.

- Keep in mind the entire benefits package in your negotiation.

- Ask, don't demand. Remember, the company wants to hire you so the cards are stacked in your favor.

Once you've received a final offer, you can make a final assessment of whether it meets your criteria and priorities. If it doesn't, you'll now have a clearer sense of what you're really looking for in a job. If it does, you've found the right role!

A human resources specialist should also be available to answer questions. But there's more.

Most employers will offer you a job with a specific salary stated in the offer letter — but that doesn't mean you have to accept it as their final word.

If it's more than you expected, that's great news. But more often than not it might be less.

Chances are you discussed your salary goals during interviews, but the company has also evaluated your back-

# GET THE JOB



© ADOBE STOCK

## Negotiating a Job Offer

The search is over. The interviews are done.

You've done everything possible to ensure your job hunt ends in success, and it worked. Congratulations! You've got the job — or at least the job offer. So now what?

No matter how long you've been looking for a job, your first inclination may be to take it. After all, you've invested a lot of time and effort to find the right work. But it's worth taking the time to ensure the job — the company, culture, salary and benefits — are right for you.

### CONSIDERING THE OFFER

Getting the call that you've got the job you've been after can be an exhilarating moment. But don't stay "Yes!" just yet.

Career advisers say the No. 1

mistake their clients make is rushing in without taking a step back to consider the offer.

The fight to find a job might be over, but the process is really just beginning.

During your search and interviews, you've covered the big picture elements of the job you want but with an offer in hand it's time to dig deeper.

According to the career experts at the job site Glassdoor.com, these are some of the questions you should ask yourself:

- Are the day-to-day responsibilities of the job something you'd be excited waking up to

every morning?

- Does the company have a strong future, or has it been performing poorly in recent years?

- During the interview and visit to the company, did you feel like the atmosphere and culture were conducive to your style?

- What about opportunities for growth?

### DO YOUR HOMEWORK

Before you go back to the table to negotiate, do your homework.

Carefully reading the offer letter will give you details about your pay, benefits and other important information. A human resources specialist should also be available to answer questions. But there's more.

Most employers will offer you a job with a specific salary

stated in the offer letter — but that doesn't mean you have to accept it as their final word.

If it's more than you expected, that's great news. But more often than not it might be less.

Chances are you discussed your salary goals during interviews, but the company has also evaluated your background, skills and talents and arrived at a figure that most likely reflects what others with a similar history are making.

In either case, it pays to consider the other benefits of the job, such as insurance, flex time, vacation, on-the-job perks, educational benefits and other non-salary compensation items included in your package.

Intangibles such as your commute and opportunities for travel should also be included in the overall offer.

### RESPONDING

Once you've considered the offer and done your research, it's time to return to the negotiating table.

Here are some tips from Glassdoor on how to best achieve your goals:

- Back up whatever you're asking for with solid facts and statistics.

- Keep in mind the entire benefits package in your negotiation.

- Ask, don't demand. Remember, the company wants to hire you so the cards are stacked in your favor.

Once you've received a final offer, you can make a final assessment of whether it meets your criteria and priorities. If it doesn't, you'll now have a clearer sense of what you're really looking for in a job. If it does, you've found the right role!

### HOT JOB PROFILE

**PSYCHIATRIC TECHNICIANS AND AIDES** 2018 median pay: \$30,860 per year (\$14.84 per hour)

**Number of jobs in 2018:** 138,200

**Job outlook, 2018-28:** 12% (much faster than average)

**Employment change, 2018-28:** 16,300

**The role:** Psychiatric technicians and aides care for people who have mental illness and developmental disabilities.

**Education required:** Psychiatric technicians typically

**Source:** U.S. Bureau of Labor Statistics

need a postsecondary certificate, and aides need at least a high school diploma or equivalent. Both technicians and aides get on-the-job training.

**The need:** Demand for this occupation will be affected by the growth of the older population. Older people typically experience higher rates of cognitive illnesses than younger people do.



## AD SPACE