

Negotiating job offers

for more information . . .

... about salary negotiation, benefits, and dealing with multiple job offers, as well as a salary calculator, check out resources for negotiating job offers at careernetwork.msu.edu.

✓ conditions of a job offer

Before you get a job offer, or as a condition of your offer, you will likely have to go through one or more of the following:

- ▶ Pre-employment testing can include drug/alcohol, agility, genetic, personality, honesty, skills, loyalty, and leadership tests.
- ▶ Background screening can include a credit check, criminal records investigation, driver's license check, academic credentials

verification, and reference checks.

- ▶ Reference checks can include academic, employment, and personal references.

While students and job applicants may think of these tests and investigations as an "invasion of privacy" or "offensive," there is nothing illegal about employers seeking this information.

✓ happiness is a balance

The most important question to ask yourself is: **Are you excited about this job and the salary?** If you are not happy, you will not be a great employee, and you aren't likely to have a good experience with the organization. But it's also important to balance your excitement and passion for the field you're entering with a realistic expectation for financial rewards.

You don't have to accept the first salary you're offered. You have the ability to negotiate for better benefits, training, or pay.

Feel free to ask for time to adequately examine your total offer. Get all of the elements in writing, including benefit options, stock options, and wages.

✓ negotiation tools

The strongest tools to negotiate with are salary information for your industry and the value of the unique skills that you bring to the table.

other candidates within the same company. New York City is not the same as Lansing in cost of living.

The industry's economic climate and the location of your position will both have a major influence on your salary offer, even when compared to

Use our online Career Tools (*see page 12*) to find salary and cost-of-living information.

CareerNetwork.msu.edu/search