Negotiating job offers

✔ employment offer policies

We understand that the recruiting process may include tight deadlines for both the employer and students. Students that make abrupt decisions, however, are not offered the opportunity to evaluate all of their options and seek appropriate counsel, which could result in reneging on job offers.

▸ The following has been shared on our website with employers:
  ▸ All offers must be in writing and the offer decision deadline starts with the delivery date of a written offer
  ▸ Students need a reasonable amount of time to evaluate and respond to an employment offer - all offers should remain open for a minimum of three weeks (and employers should consider extending the offer deadline upon reasonable request from the student)
  ▸ Exploding offers are prohibited (e.g., offers given during the interview with the intention that the offer will be rescinded if not quickly accepted)
  ▸ Students will face consequences for reneging on an accepted offer

✔ 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 screenings 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.

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

Use our online Career Tools (see page 9) to find salary and cost-of-living information. CareerNetwork.msu.edu/search