

CAREER EXPERTS GROUP

LET'S GET TO WORK ON YOUR CAREER!

YOUR CAREER > YOUR FUTURE

ASK THE EXPERTS

JUNE 2022

SALARY NEGOTIATIONS

I am expecting to receive a job offer from my target company any day now. How can I make sure to get what I need?

As a candidate, you have the right to ask questions and make requests before accepting or rejecting an offer. Some tips:

1. Never accept or negotiate an offer immediately. Find out when the company needs an answer from you (2 to 4 business days to consider an offer is usually acceptable.)
2. Thank the hiring manager and reiterate your excitement for the position.
3. Make sure you receive the job offer in writing.
4. Consider the entire compensation package (benefits, etc.), not just the base salary.
5. If you counteroffer, do so both verbally and via email. Be sure to get a revised copy of the offer letter that includes all of your negotiated changes and/or additions.
6. Once you sign the offer letter, get a counter-signed copy for your records.

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