

## Discussing an offer

Negotiations or salary discussions begin prior to accepting an offer. After accepting an offer, you have lost your power to negotiate your salary or other issues.

**Scenario 1:** *You've just begun your job search and get an offer from the first firm you interview.*

- Let the employer know that you have just begun your search and are planning to interview with several firms to be sure you are making the best decision regarding your career. Let them know that you are very interested in their firm and ask if they will give you more time to research and interview other firms in the area.

**Scenario 2:** *You've interviewed several employers and the #1 firm on your list makes an offer, however, the salary offer is lower than expected.*

- Let the employer know that you are very interested in the firm however, the salary offered is below the range you had anticipated.
- Ask if the salary offer is negotiable. If the employer is not prepared to offer a higher salary, then you can ask if it would be possible to have a performance review within 3-6 months with a possible salary increase if the performance merits higher compensation. You can also negotiate for a better benefit package.

## Accepting an offer

Accepting a job offer is a major decision requiring careful thought. Take your time and do not let an employer pressure you with a premature acceptance.

- After you have accepted a position, you should honor the verbal agreement and not back out on your word.
- After accepting a job verbally, you should ask for a letter confirming the terms of the agreement.
- After receiving the letter, write a letter of acceptance including starting date, salary and all additional items that you agreed upon.
- If this letter is satisfactory to the employer, the transaction is complete.