

Offer Negotiations Tips Sheet

Congratulations! You've received a job offer! All of your hard work has paid off and now you are trying to figure out if you are going to accept what has been offered or negotiate. Here are some tips on what to do next.

1. **Thank the company for the offer** – Sharing your excitement about being made an offer reiterates your interest in both the opportunity and the company. After showing your gratitude, ask if they can provide all of the details for you to review and that you will get back to them with any additional questions. Never accept an offer immediately unless you are positive that there is nothing that you have additional questions about and they have given you everything that you want.
2. **Contact your career advisor** – Whether it is the ELPE Co-op/Internship office at SSoE and/or the main Pitt Career Center team, they not only want to celebrate your accomplishments with you but are here to review your offer paperwork with you and discuss any potential opportunities that you have to negotiate.
3. **Everything can be negotiated** – Many students think that you can only negotiate salary, however there are many additional benefits that can also be discussed. These include, but are not limited to, signing bonuses, relocation packages, paid days off, 401K benefits, stock options, parking passes, performance reviews, start dates, etc.
4. **Timing is everything** – Your opportunity to negotiate is prior to accepting the offer. Once you sign your offer letter, you no longer have negotiation power.
5. **Do your research** – The key to conducting an effective negotiation is to do your research. Utilizing the information provided by SSoE and Pitt, as well as looking at additional resources (see below), helps to provide compelling reasons to negotiate your employment package.
6. **Cost of living matters** – The cost of living in different geographical areas can vary greatly. Because of this, make sure to consider whether your offer should be adjusted to accommodate higher cost of living factors such as housing, insurance and utilities. A base salary of \$100K in Pittsburgh goes a lot further than the same salary in New York City.
7. **Ask...don't demand** – Companies are trying to hire the best person for the job at the lowest price. Starting your negotiation by reiterating how excited you are about working at the company, showing that you thoroughly reviewed the employment package that was provided, and that based upon that review you have additional questions is appropriate, acceptable, and usually expected. Never demand more of anything, but instead ask for clarification and adjustments based upon research and fact.
8. **Negotiate at one time** – After you've reviewed your employment package, work with a career advisor to strategize about everything that you want to negotiate. While you will rarely receive everything that you ask for, having a well-designed strategy that encompasses all of your negotiating items allows the employer to review your requests and work with the appropriate internal constituents to give it fair consideration.
9. **Don't negotiate without help** – Career advisors help students negotiate all the time. They may have additional data that can help ensure that you are getting the best deal possible. Let them review your offer, provide recommendations, and they can even help you write your email correspondence or talking points.
10. **After you accept** – It is better to negotiate and not receive everything that you ask for than to wonder after you've accepted if you received everything that you deserved.

Additional resources:

<https://www.glassdoor.com/blog/guide/how-to-negotiate-your-salary/>

<https://www.vault.com/blogs/salary-and-benefits/salary-negotiation-scripts-for-any-role>

<https://www.vault.com/blogs/salary-and-benefits/5-tips-for-negotiating-your-salary>

[Cost of living: How far will my salary go in another city? - CNNMoney](#)