

## Four Ways to Handle an Offer

### *Example 1: Offer is low, company is not very flexible*

*Employer:* We are anxious to add you to our team. What are your salary requirements?

*Job Seeker:* Are you making me an offer?

*Employer:* Yes.

*Job Seeker:* Thank you so much. I am very interested in this position. What is your offer?

*Employer:* It's \$45,000 annually. [Something uncomfortably low]

*Job Seeker:* Hmm. I was thinking the offer would be more, based upon what I understood you're looking for. I've got quite a bit of experience in this area, as I believe I have conveyed. **What kind of flexibility do you have with your range?**

*Employer:* Quite honestly, none. That's what we budgeted for.

*Job Seeker:* **I can appreciate your position.** You're looking for someone like me to provide expertise and solve your problems in this area and had to estimate a salary range for planning purposes. I am excited to get started on those projects right away. **How can we resolve this together?**

*Employer:* I'm sorry but this is the most we can offer.

*Job Seeker:* **Compensation is only one issue in the job I'm looking for.** I have targeted your company for good reason. Could I have your offer in writing and think about it overnight?

## *Example 2: Offer is low but company is flexible*

*Job Seeker:* Hmm. I was thinking the offer would be more. I've got quite a bit of experience in this area. **What kind of flexibility do you have with your range?**

*Employer:* We are flexible. What were you thinking?

*Job Seeker:* Well, **according to my research** for this kind of position and considering my years of experience, **I was thinking more like \$65,000. What do you think?**

*Employer:* We just don't have the budget for that kind of salary.

*Job Seeker:* I am very interested in this opportunity. **How can we resolve this together?**

*Employer:* Well, it's important for us to get someone on board as soon as possible. I can offer you \$60,000. Would that be acceptable?

*Job Seeker:* Hmm. **I appreciate your sincerity and flexibility with this.** It proves to me I was right in targeting your company. A salary of \$60,000 is more attractive. **Could you consider offering** a signing bonus as well?

*Employer:* Ahh. Umm. [Body language showing discomfort]

(If you are prepared to play it a little harder, sit silently and wait for the employer to respond. If this is your overall approach, you may gain substantially, but on the other hand, be prepared to lose the offer. **Otherwise....**)

*Job Seeker:* Well, compensation is an important consideration for me, but equally as important is the actual job and the opportunities it holds. That's why I'm so pleased with your offer. I understand that you are offering me \$60,000. You are my first choice, but you will understand my need to take time to review the offer. I would like to call you tomorrow afternoon with my decision. Would that be okay?

### *Example 3: Asking for something additional*

*Employer:* We are looking forward to having you join our company. We'd like to offer the position to you. What kind of salary are you expecting?

*Job Seeker:* First of all, thank you so much. I am so glad to be offered this great opportunity with your company. What is your offer?

*Employer:* We can offer you \$65,000. [This meets your expectations]

*Job Seeker:* According to the research I've done, \$65,000 is within the range for someone with my qualifications in this position. Your salary offer is acceptable, however **I have another point I would like to discuss**. I am caring for my elderly mother and will need some flexibility in my schedule for her medical appointments. You can count on me being here and contributing at full-time level, but not always 8-to-5. Currently, I will need Wednesday mornings off. **Is this workable?**

*Employer:* Yes, as long as you make up that time elsewhere.

*Job Seeker:* Great. No problem. Can I get this offer in writing?

#### *Example 4: Putting it all together*

*Job Seeker:* Thank you for the offer. I am very excited about this opportunity and feel that this a very good fit for me.

*Employer:* We're looking forward to having you on board.

*Job Seeker:* I am looking forward to contributing to your team. I can see how all of my previous experience and background in market research and statistical analysis will be a benefit to this team. As such, I wanted to discuss your offer.

*Employer:* What's on your mind?

*Job Seeker:* Based on my research of the industry and my skill set, I anticipated a salary of around \$65,000, what kind of flexibility do you have with your salary ranges?

*Employer:* I agree that your experience and education are great assets. However, we do have budget constraints. I can't offer you as much as \$65,000 but we could flex to \$62,000.

*Job Seeker:* I appreciate your flexibility and feel that \$62,000 is more suitable, thank you.

*Employer:* Good. [Silence]

*Job Seeker:* I was also wondering if you would consider offering a sign-on bonus?

*Employer:* Yes, we could offer a \$5,000 sign-on bonus.

*Job Seeker:* That's fair, thank you. One last question, I would like to know the possibility of telecommuting one or two days per week.

*Employer:* It would be a nice option; unfortunately at this time we do not allow telecommuting and expect employees in the office during working hours.

*Job Seeker:* I understand — it doesn't hurt to ask. Let me see if I have all the information: The offer is for \$62,000 with a \$5,000 sign-on bonus. Does that sound right?

*Employer:* Yes it does.

*Job Seeker:* Now that I have the total picture, can I get these revised elements of the offer in writing? And how soon will you need my response?

*Employer:* I'll draft another copy of the offer with the revisions now. I'll need your response as soon as possible.

*Job Seeker:* I can get back to you by Monday.

*Employer:* Good, I'll expect your call on Monday.

*Job Seeker:* Thanks again.