

FGSR Professional Development Career Development Module



Negotiating and Sealing the Deal!

You have been offered the job, now you have to decide if you want to accept the position. The following section offers tips to help you negotiate the best possible deal.

Tips

- When you receive an offer, take time to assess it to determine how well it matches what you need and desire. Think about the following: workload, the organization's culture, salary and benefits, professional development opportunities. Think about our life five years from now; is money the most important thing or can the experience help you move ahead?
- Before negotiating salary, try and find out the range for the position. Consult professional associations for comparable salary scales. Visit websites such as Workopolis.com or Salary.com to get a sense of where you fall on the compensation ladder.
- Ask the employer questions: What will be my opportunities for advancement? How will my performance be evaluated? What will the hours of work be? Is there any travel involved? What are the benefits that come with this position (medical/dental, annual and sick leave)?
- Consider asking for non-monetary rewards, for example, increased benefits or vacation time, additional expense allowances, or even a company car, cell phone, pager or membership in a professional association.
- If you are married and have to re-locate ask if the organization offers employment search support to spouses of new employees.
- Ask the employer by which date you need to get back to them and make sure you respond within the time frame they give you.
- Ultimately, you must recognize if you have enough leverage to negotiate. For example, if you have limited work experience or you got through a very tough and highly competitive interview process, make sure that negotiating salary will not jeopardize the offer.