The focus of this presentation is for interns, co-ops, and students graduating with their degrees. Thus the qualifications for the job are primarily your academics, with maybe some experience as an intern, or similar.

This topic gets way more complex later in your career – we will talk about that a little at the end.
The link is to a Career Spot video on “The Salary Question” for entry level:
https://www.careerspots.com/secure/videoPlayer.aspx?key=WsYmo988g0pYNrlaXeem0Q2

Other videos on similar topics:
Juggling Job Offers
https://www.careerspots.com/secure/videoPlayer.aspx?key=M5xH4ucpyKeBS3HmkhermQ2
Negotiating an Offer
https://www.careerspots.com/secure/videoPlayer.aspx?key=Z7gw8bcghUebH0YxJetR5Q2
Talk Salary When
https://www.careerspots.com/secure/videoPlayer.aspx?key=v_ZchR6f3Sg3BYvcn0Z2zQ2
Most employers are ethical with job offers and want to be competitive with offers. Experienced students (i.e., several years of full-time work experience, applicable to the job) can negotiate more effectively. Fewer employers are negotiating for salary for students with only internship experience. Everyone can attempt negotiation on some other compensation elements. So, going step-by-step....
Salary requirement:
Don’t panic about this question. They can, and may, offer you more than you indicate, less than you indicate, ... .
You want to be prepared to answer this question and move onto other parts of the job interviewing process.
So, do your homework – look on Glassdoor, talk to other students, ...
Remember that application forms are usually the same for every job at a company. Your answer to this question may not be as important to the company for you, an intern/new college grad as it is for a senior manager.
Salary history: some states do not allow this question on job applications.
In the interview

If asked about your desired salary during an interview, express:
• Your interest in the opportunity
• Your understanding to be paid in line with market conditions based on your experience (NICELY 😊)
• Your willingness to discuss salary in more detail once you:
  – Understand the details of the position, and
  – You and the company decide you’re the right person for the position (nicely)

If pressed for a response: provide a range based on your research

The goal of the interview is to get an offer – try to stay on that track (discussing the job, and your qualifications). If needed, state that you need to understand more about the job to be able discuss this more specifically, and give a range to start.
If you know you don’t want to work for them, thank them, express appreciation for the time they took and that you learned a lot about the company, but you are pursuing other opportunities more aligned with your interests. Tell them you would gladly tell your friends about positions.

If there are any elements to the written offer that differ from the verbal offer, contact the company immediately – this is an error and they need to issue you a new offer letter.
Position, organization, industry; location: these are facts.
Pay: fact
Potential for growth: requires assessment – very important for new college graduates.
Training: Will you get the training to be successful in your career, so that you can take advantage of that growth?
Some of these are clear on the company website, and some are valued in your offer letter. Bottom line: what’s this worth to you?
The offer: Get more details

• After you have received the offer, request a phone call to review the details
• Have the conversation—or the first of TWO conversations
  – Sometimes the person you are speaking to is not the final authority
• Write out what you are going to say so you don’t get nervous
• Ask for clarifying documents if needed, like health care costs/coverage per plans

Can also do by email if you have to, but phone is preferable. If there are any discrepancies between what you were told, and the written offer, bring it up immediately with the representative.
The call: Questions to ask

1. What is the hiring salary range for the position?
2. What is the full salary range for the position as I gain experience?
3. How was my offer derived?
   - Was my <insert cool relevant specific skill / experience> considered?
4. Can you tell me more about the total compensation package?
   - Pay attention to bonus structures. Ask for history of the bonus payouts.
5. Can you tell me when my salary will be evaluated again?
   - Can an earlier review be done with opportunity for salary increase?
6. Is there room to negotiate? (salary and/or bonus)
   - Can relocation assistance and a signing bonus be considered?

You may get answers to these questions, and you may not – be relaxed and ready for “no” answers.

Bonus structures can vary a lot. For example:
- Signing bonus: one time bonus to join the company
- Annual bonus: lot of variations to this:
  - Basis: % of salary or wages, or similar (ie, days of pay)
  - Payout: same basis for all employees (ie, 5 days of pay), or differ by job title, organization, or location
  - Timing: annual, or every quarter, or __
  - Structure: can be (mostly) expected to be the same every year, or may be very good in good years and 0 in bad ones
  - How paid: stock, $, vacation; added to your 401K plan or something else

Some employers can negotiate one time items that don’t add to your annual salary like relocation and signing bonuses- these may come with your commitment to stay a certain amount of time or have to pay them or a portion back.

Why the star? Remember: signing bonus can be negotiated more easily than salary.
The counter-offer: Be prepared

Make your case:
- You have other offers
- Others have offers
- You have some ___

*Up to you to demonstrate why you are a value to the company and why you are worth the added investment*

It’s better to do this by phone than email.
Remember

• If you do not plan to accept the offer, do not begin the process:
  – it is a waste of your time and the company’s time
• Never make demands unless you are willing to walk away:
  – keep the tone conversational, not adversarial
• Avoid multiple counter-offers:
  – after you have negotiated, accept it or decline it
• Through the process:
  – sell your skills and experiences by connecting value to the company

Don’t like the location: is there another site? If not, why are you thinking about this offer? Just politely decline and move on.
Offer acceptance: Timing

• The company should give you a reasonable amount of time to consider the offer
• If you need more time, ask for it as soon as you can:
  – Don’t wait until the day that the response is due to ask for an extension
• ASU’s policy on offer timing:
  – ASU recommends that employers who recruit Fulton Schools of Engineering students follow the NACE Advisory: https://www.nacweb.org/career-development/organizational-structure/advisory-opinion-setting-reasonable-deadlines-for-job-offers/ This allows students appropriate time to consider their offers thoroughly and decrease the risk of reneging.

How much time to evaluate?
If you need more time, how much more do you need? If you are waiting for your dream job, most companies know that when you say you need weeks of time that they aren’t YOUR dream job.
FAQs

Can I ask for more? Will they get mad?
- Yes, you can, and no, they won’t
- Be ready for NO
FAQs

I got an offer from Company A, but not sure about whether to accept or not.

- Ask yourself, “What would make me turn this down?”
  - Answering this gives you direction on what you want: different position? Location? …?
FAQs

I accepted an offer from Company A.
Can I interview with Company B?
  – No!

I interviewed with Company C before taking the offer with Company A. Now Company C has offered me a better option. What do I do?
  – Honor your commitment to Company A!

Manage your timeline carefully to avoid these situations.
Location, industry, and other factors affect the offer. Companies want to be competitive.
FAQs

Where do I find information on salaries?

- Glassdoor
- Fulton Schools Career Center website:
  - https://career.engineering.asu.edu/develop-personal-toolkit/salary-negotiation/
  - https://www.jobsearchintelligence.com/salary-calculator-intro/etc

- Friends and classmates 😊
If you have experience, that will be the basis for your offer. Some students, especially graduate students, have work experience that will qualify them for higher-level roles. In this case, be prepared to negotiate based on your experience.
Here are some notes