

Negotiating Job Offers



Boston University Questrom School of Business
Undergraduate Academic & Career Development Center

What is negotiable?

The top items that Questrom students negotiate:	Other negotiable topics include:
<ul style="list-style-type: none">✓ Salary✓ Sign-on Bonus✓ Relocation Assistance✓ Start Date✓ Location	<ul style="list-style-type: none">✓ Vacation days✓ Transportation assistance (train passes, gas, etc.)✓ Flex time✓ Parental Leave

Appropriate Negotiations

- The first thing you need to do is identify what you want to negotiate, then prioritize that list. If you want to negotiate start date, and money, negotiate the most important item first.
- Next, **limit your 'asks' to three.** Don't ask for an increase in salary, a higher sign on bonus, relocation money and a different start date.
- For example, if salary is your number one priority and they do give you additional money after you ask, go back to your list and see what you're other top 2 items are which can be situational to how they respond. If they don't give you a higher salary, then you may see if they would give you a sign on bonus instead. If they do give you a higher salary, you may decide to leave out asking for a higher sign on bonus and see if they will help give you money to relocate and if they're flexible on the start date.

How do I know if the pay is enough?

You will need to consider the location, job function, industry and company to determine the answer. Start by checking out our most recent [Undergraduate Employment Report](#) to get a sense. You can also check other resources like [Salary.com](#) and [Glassdoor](#). *Keep in mind that sometimes the results on these sites are inflated.* Lastly, please come see a **career advisor at the UDC**, we see offers from a variety of companies and industries on a regular basis, and have tremendous insight into what's fair.

Regardless of what your research shows you, it's typical to negotiate for \$3K-\$5K more than offered, but asking for more than \$7K will likely be offensive to an employer who would only offer \$7K-\$10K more to someone at a position level higher than the entry-level role you're coming in at.

Fast Facts

- **ALWAYS negotiate on the phone NOT email!**
- Rotational and Leadership Programs usually don't negotiate.
- Typically employers want to pay more, but they often can't because of budget limitations-so don't take it personally!
- Informational interviews are a great way to learn about salary ranges, so get this information prior to your full-time search process if you can!

Appropriate Negotiation Language

Once you've expressed gratitude for the offer and have asked your other questions related to the position, then you can transition your conversation (on the phone) to the negotiation.

- **If you have no additional skills to leverage that make you more competitive for the role:** *"I have a few questions regarding the offer. I see that the compensation is \$45K for this position, but based on my research I see that this role typically gets paid in the high \$40's to Low \$50's, is there room in your budget to get close to that range?"*
- **If you have a specific skill to leverage:** *"I see the salary is at \$55K. In this position I know a major part of the role is to communicate with clients on a global level, and I feel my ability to speak 4 languages will bring great value to the team. With that in mind, I was hoping to receive a salary closer to \$60K for this position, is that something that is up for negotiation?"*

This may feel awkward, but give it a shot! The worse thing that can happen is they say no, then you can still move forward with the accepting the offer and celebrating your success.