



JOB OFFER TIP SHEET

A. Things to consider while applying and interviewing for jobs

Ideally, the job you will accept will be with a company you believe in and has a culture that fits your values. The job duties might not be exactly what you were looking for but weigh the possibility of future growth and advancement. Candidates will often take a job with the hopes of moving into a new and more challenging position.

Specific items you may want to consider before accepting a position are:

Salary	As mentioned above, not everything is about the salary. The opportunity for growth, training, and securing the first job are all important factors to consider. Be mindful of the differences of Gross Income (often referred to as 'salary') and Net Income ('take-home' pay).
Location	The location of your job is an important factor to consider: know what your values are and how close working near home is for you. Consider the cost of living in the area and the commute to work. Specific things to consider as you research this: a) traffic patterns, b) public transportation, c) parking availability & fees, and d) personal safety at different hours.
Insurance	Will you be able to qualify for insurance immediately upon being hired or do you need to wait 30 days or longer? If you need to wait, you will need to look into temporary health and life insurance policy. What is your cost per paycheck if the employer offers health insurance? How much will insurance cost on the open market? Especially for small businesses, private sellers are often the only option. Is the employer offering Life or Disability Insurance?
Vacation & Sick Leave	Some companies will negotiate with new hires for more vacation or sick days, and, in general, there can be more flexibility here than with other elements of the employer benefits package.
Flexibility	Some companies may offer options other than the traditional 9 to 5 workday. Be sure you know what the employer expects from you. Does the organization offer a teleworking opportunity?
Relocation Expenses	If you are relocating, does the employer offer financial relocation assistance?
Retirement	What kind of retirement package is offered? Is the employer offering to match the contribution? When do you have access or when are you vested? If no package is offered – how will you save for my own retirement? Roth or Traditional IRA*?
Taxes	What are your tax deductions per paycheck? A good resource is ADP's paycheck calculator (<i>you can find the link below</i>)
Travel	Know how much travel is expected in your new job. It is important to consider if you will use your own car, a rental car, or if a company car will be provided.
Commuter	Does the employer offer commuter benefits (i.e.: a parking or public transportation pass)?
Education/ Certifications	Many companies have professional and educational development programs. Find out if your company offers these benefits and whether you qualify. Will you get time off for continuing your education or attending conferences/seminars? Additionally, some companies offer tuition reimbursement.
Insurance and Health Benefits	There will be paperwork to consider and complete, usually within 30 days of hire. Be sure to submit all forms by the required dates. You may want to consult with someone who works with finances. Organizations and Human Resources departments might offer a session or meeting to review benefits – ask if that is an option.
Mobile Phone	Will you be given a mobile phone for business only, or business and personal use? Is it in the form of reimbursement or allotted amount upfront for a certain amount? And, if so, does having a company mobile phone mean you would be expected to respond during non-work hours?
* - Roth IRA = money contributed is taxed at time of investment, not at time withdrawn Traditional IRA = money contributed is not taxed at time of investment, but is taxed when withdrawn even if you are retired	

B. You've found the perfect job and are progressing through the interview process. Now what? RESEARCH!

It is never too late to start researching a company and having an expected salary range. Research is going to be critical in successfully negotiating your job offer down the road. It is not enough to simply tell an employer that you deserve more money or an additional benefit – you need to have information/data to support how you meet the minimum and preferred qualifications. Research is, often, easier said than done but there are numerous resources available online.

Cost of Living

Whether you are moving across the state or across the country, evaluating the cost of living will help you understand how far your paycheck will go. For instance, there is a large cost of living difference between Clemson (Anderson), SC, and Los Angeles, CA. There are three excellent websites for cost of living:

ORGANIZATION/WEBSITE: LINK:

GOOGLE SEARCH:

NerdWallet

[NerdWallet](#)

NerdWallet cost of living calculator

MoneyGeek

[MoneyGeek](#)

MoneyGeek cost of living calculator

Bankrate

[BankRate](#)

BankRate cost of living calculator

Salary

One of the best tips for negotiating salary is knowing what other employees across the country are being paid for similar positions. There are numerous resources available online.

ORGANIZATION/WEBSITE:	LINK:	GOOGLE SEARCH:
Salary Expert	Salary Expert	Salary Expert
Job Search Intelligence	Job Search Intelligence	Job Search Intelligence
Indeed	Indeed Salary	Indeed salary
GlassDoor	GlassDoor Salaries	GlassDoor
Bureau of Labor Statistics	Occupational Outlook Handbook	OOH
National Association of Colleges and Employers	Career.Clemson.Edu	Paid service provided by Center for Career and Professional Development – access through career.clemson.edu/data_analytics/
Clemson First Destination Survey Results	Career.Clemson.Edu	Survey sent to all graduates asking about their job search and salary

Paycheck Calculator

Another helpful tool is a Paycheck Calculator. A paycheck calculator will help you see how much money you will actually be receiving after deductions. This money is what you will have available for bills, groceries, spending, saving, etc. See the difference between Gross and Net Income.

Gross Income	Net Income
Amount of salary or wages paid by an employer before any deductions are taken	The residual amount of earnings after all deductions have been taken from gross pay, such as payroll taxes, retirement plan contributions, insurance benefits, etc.

ORGANIZATION/WEBSITE:	LINK:	GOOGLE SEARCH:
ADP	ADP	adp paycheck calculator
Paycheck City	Paycheck City	paycheckcity paycheck calculator

C. What should I do if a company contacts me (phone or email) with an initial offer?

Depending on the company/organization and the hiring manager, you may receive an initial “verbal” offer. Here are things to do when this happens:

1. Be enthusiastic about the opportunity, even if you are not initially thrilled with the offer itself
2. While you have the person on the phone [or via email], ask questions:
 - a. About benefits packages (health, dental, etc.)
 - b. Paid time off (sick, vacation)
 - c. Relocation assistance
 - d. Signing bonus*
 - e. Stock options
 - f. Performance reviews
 - g. Advancement opportunities
 - h. Additional clauses (non-disclosure, non-compete)
3. Ask that you be sent the official offer so that you can review it
4. Clarify and note the timeline: when do they want an answer from you?

* - not all organizations offer a signing bonus; do your research to know if they do

D. The company has submitted the official offer letter, do I accept now?

The first step after receiving the official offer letter is to review it. Does it have everything in it that you had previously discussed with the employer? How does the offer stand next to the research you’ve done?

Just because you’ve received an official offer does not mean the negotiation is finished. You now have, in writing, the specific details and probably more information than you had, even after your initial conversation.

Compare the offer to what your evaluation of the salary and benefits should be – make notes as this will help you in the next step: negotiation.

E. Negotiation

Steps for successful negotiating:

1. Contact employer through preferred method (in person, phone, or email).
2. Thank them for the offer.
3. Reiterate your interest in the company and position.
4. Ask if the job offer is negotiable.
5. Be calm, collected, concise, and confident!

6. Explain why you feel you deserve a higher salary – **back up with research** (experience, education, preferred qualifications, and salary comparisons)
7. If the organization cannot offer a higher salary, negotiate other benefits: vacation time, signing bonus, moving expenses, etc.

Nerd Wallet
 Recent Graduates Are Not Negotiating Salary – Losing Out on Crucial Income
 By: Brianna McGurran

62% of recent college graduates did not attempt to negotiate a salary

80% of students and grads who did negotiate were at least partially successful

84% of employers said an entry-level candidate would not be putting the job offer at risk by attempting to negotiate

90% of employers have never retracted an offer because an entry-level candidate tried to negotiate

HEY RECENT GRADS! SURVEY FINDS IT'S #WORTHASKING FOR A HIGHER SALARY.

How common is salary negotiation for new grads?

62%	38%
New grads are NOT negotiating	New grads are negotiating

34% of women negotiate

44% of men negotiate

74% of employers have room to **INCREASE** their first offer by **5-10%** during negotiations.

80% of students and grads who **NEGOTIATE** are at least partially successful.

Success Rates for Non-Salary Benefits

Schedule	75%
Paid Time Off	62%
Bonus	58%
Stock	38%

nerdwallet | Looksharp

Courtesy of nerdwallet.com

ORGANIZATION: NerdWallet **LINK:** [NerdWallet Study](#) **GOOGLE SEARCH:** NerdWallet Negotiation Study

F. It is crunch time: do you accept or decline the job offer?

Hopefully, you were successful in your negotiation; however, it is now time to either accept or decline the offer. As with any major decision in your life, you need to weigh all of your options.

Regardless of if you are going to accept or decline, do so verbally and in writing.

Accepting the Offer

1. Thank the employer
2. Confirm the following information:
 - a. Start date
 - b. Position
 - c. Salary
 - d. Location
 - e. Other pertinent information

Declining the Offer

1. Thank the employer - express your appreciation for the time and effort they have invested in the process
2. State that you are declining the offer in a professional manner
3. Wish the employer luck in their recruitment process

After you've accepted the offer, be sure to notify any other employers that you have interviewed with, or applied to, informing them you have accepted another position. Be sure to thank them for the opportunity to interview and/or the job offer! Remember, you never know when you may be meeting/ interacting with employers in the future. #noburningbridges

G. You've accepted the position, now what?

Congratulations! There is a lot more work to complete before you start your new position.

Before Your First Day

Hiring Documents – such as the I-9[‡]
Background and/or Security Check (if applicable)
Drug Test (if applicable)

On or After Your First Day

Benefits Enrollment
W-4
Direct Deposit
Personal Finances

Relocating

Relocation may be the most stressful part of your transition. The key is to start planning as soon as you know the change is coming. Check with your new company's Human Resource Department to see what, if any, support the employment might offer in the relocation process (not financial but other assistance such as contracts with moving companies or relocation specialists). Other things to consider as you make your move:

- Apartment/Housing
- Traffic/Commute times
- Residency Status[†]
- Driver's License[†]
- Vehicle Registration[†]
- Voter Registration[†]

[†] - research state laws to know what the timeline is for declaring residency and subsequent documentation

H. Can you change your mind about a job after you've accepted?

After interviews with several top companies, you accept a job offer from Corporation A to begin work a week after graduation. Then, XYZ Startup, a company that just began recruiting new college grads, interviews you and offers you a job to begin a week after graduation.

You want to work for XYZ Startup – but what will you do about the job you've already accepted at Corporation A? Companies hire and fire people all of the time, you think. No big deal, right? You'll just let Corporation A know that you've changed your mind.

Before you pick up the phone to renege on your job with Corporation A, consider this:

- The job you accepted with Corporation A may have been someone else's "dream job". By accepting the job, you've taken that job out of the market.
- Telling Corporation A that you're not going to show up for work may have an impact on your future career.
- Backing out of a job you've accepted may hurt the future job prospects of other students and alumni at your school.

What happens to the job when you renege?

Many times a renege comes at the tail-end of the college recruitment season – April and May

- The position may go unfilled and the budget set aside for that position may be allocated for other purposes. One job lost to the college job market.
- Final hiring numbers are lower for the employer, which may affect the company's hiring numbers next year (meaning, fewer job opportunities for you and other grads in the future).
- The now-disappointed (and frustrated) employer may choose to not interview students or new grads again.

Your choice today may ruin your choices tomorrow

Truth: Some employers keep a running list of names of students who've reneged after they've accepted a job offer – a "do not call" list. Even without a list, recruiters will remember you.

If you are offered a job, it's because you stand out in the crowd of applicants. The recruiting and hiring manager see and hear your name over and over during the interview and hiring process – in emails, on your resume, and in discussions with other employers.

Someday, you may want a job at Corporation A. Or, you may run into the same recruiter at a different organization where you want to work. Plus, recruiters talk to each other about students who back out on a job acceptance.

And, even if you seem to have a good reason for reneging on the acceptance – "personal reasons" or "to travel abroad" – your LinkedIn profile will show that you've lied when you list the job you take.

You may lose Alumni privileges

Universities value their corporate partnerships, and they do not want to risk having companies stop recruiting new grads and alumni. That means, if you renege on a job acceptance, your name may end up on a "no services" list. If your school finds out that you've reneged – and they will – you may be denied access to university job boards and alumni career services when you need help finding your next job.

Kayla Villwock – Intern Program Manager for SAS
Courtesy of the National Association of Colleges and Employers