

To effectively negotiate a job offer you need to:

- Understand the offer
- Evaluate the offer
- Make a counteroffer

Understanding the offer

See it in writing. If the employer does not provide a written version of the offer, ask for one. Once you have the offer in writing, check it over to make sure you understand the terms, including:

- Employer's expectations including hours of work, overtime, travel, using your own vehicle etc.
- Salary and other benefits including vacation, health, and dental benefits.
- Any other conditions or terms including probationary periods, perks, employee wellness programs.

Evaluating the offer

To decide how to respond to the offer - look at it in context:

- What are the typical salaries, working conditions, terms and benefits in your industry and geographic location? How does this offer compare?
- Visit iaccess.gov.on.ca for information on more than 50 occupations, including duties, working conditions, and wage and salary ranges within different industry groups in Ontario.
- Ask your professional association if applicable.
- Talk to your network, especially people who work in the same or similar industry.
- If you feel it is acceptable at this point, agree to the offer. If you feel that you need or can legitimately ask for more, be prepared to make a counteroffer.

Countering the Offer

Negotiating the terms of a job offer can be a delicate process. Here are some suggestions on making a counteroffer:

- Decide what you want and what you will accept. Think about how and where you can compromise.
- Know why you are worth the additional salary, benefits, or perks you are asking for. Know what the standard is for your industry and area. Be prepared to demonstrate the strength of your qualifications.
- Ask if there is any flexibility in the offer. Suggest some possible compromises.

Tip Sheet: **NEGOTIATING A JOB OFFER**

- Write out and practice the terms of your counteroffer. Practice statements like, "This position looks exciting and I have great respect for the organization. I believe I have exactly the kinds of skills and strengths you are looking for. However, the salary offer is less than what I expected," - and then indicate the salary range you would like.
- Be polite and professional. Approach the negotiation from a win-win perspective.