

# SECTIONS:

5.1 EVALUATE JOB OFFERS

5.2 NEGOTIATE JOB OFFERS

5.3 COMMUNICATE YOUR DECISION TO THE EMPLOYER

SUGGESTED TIME: 1/2 HOUR

TRANSPARENCIES:

T-5.1-1 Objectives

T-5.2-1 Negotiating Tips

T-5.3-1 Business Letter Format

PARTICIPANT OBJECTIVES:

- Evaluate job offers
- Negotiate terms of employment
- Effectively communicate decisions to employers

## 5.1 EVALUATE JOB OFFERS

(Page 138)

1. Briefly display T-5.1-1, Objectives.

### KEY POINTS

- Never make a snap decision regarding a job offer. Take time to consider all the options and implications of a decision.
  - Family members are affected by job decisions and should be included in the decision making process.
2. In any decision making process, it is helpful to use some framework to weigh and compare the pros, cons, and implications of all possible options.
  3. Ask the class what they would do if they got a job offer. Discuss evaluating offers.
  4. Ask class to list factors to be evaluated. Refer to page 138-139. Record and be sure to include:
    - Location
    - Potential for growth
    - Earnings
    - Type of work
    - Job security
    - Benefits
  5. Discuss benefits companies may offer on page 140.
  6. Inform the participants of the Hourly Wage Chart on page 141.

## NOTES

## 5.2 NEGOTIATE JOB OFFERS

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1. Give examples of the types of jobs in which negotiations are common and/or expected such as higher-level management positions, contract work, sales, etc. Refer to pages 142-143.
2. Discuss negotiating job offers. Point out that many jobs offer no room for negotiation. However, if everything about the job looks good except the salary, it may be worth trying to negotiate instead of turning down the offer.
3. Display T-5.2-1 (Negotiation Tips). Discuss briefly.

### KEY POINTS

- Always be serious about negotiations. The employer may not be in a position to negotiate and may withdraw the offer.
- Issues such as benefits, perks, job progression and working hours can be negotiable...do not concentrate solely on salary.
- For some positions, it is advisable to request a written job offer that stipulates salary, starting date and any issues that were negotiated.
- Expect to compromise. Negotiation sessions are not a one-way street. Range and limitations should be defined before entering into negotiations and make sure the expectations are realistic for the industry, the company and the geographic location.

## NOTES

## 5.3 COMMUNICATE YOUR DECISION TO THE EMPLOYER

(Page 146)

Display T-5.3-1 (a suggested business letter format). Discuss briefly. Refer to sample letters in manual on pages 147-150.

### KEY POINTS

- The manner in which a decision regarding a job offer is communicated to the employer is important regardless of what decision has been made.
  
- There are four options in responding to a job offer:
  - a. accept
  - b. reject
  - c. request an extension
  - d. accept with modifications

## NOTES