

Sample Job Offer and Negotiation Script:

The offer

Employer: Hi, Alison! We enjoyed meeting you at The University of Michigan last week, and we think you'd be a great fit for our New York Office. We are prepared to make you an offer for a Gallery Assistant position at an annual salary of \$25,000.

Alison response #1: Thank you so much for considering me for the position! As I expressed in my last interview, I am very interested in the position. I'd like some time to evaluate the offer before I can give you my decision. I also have a few questions about the position, so is now a good time to talk, or should we schedule a time?

Alison response #2: I'm very interested, and excited that you offered me the position. I really like the culture and environment of your gallery! That said, I am in the process of interviewing with a few other organizations, and I will need some time before I am able to tell you my final decision. What do you think of coming back to this in 2 weeks with my decision I get back to you with my decision? (Please note: Employers will need to know your decision as soon as possible, but it is proper for you to ask for more time).

Following up

Alison: Hello, this is Alison from The University of Michigan calling to discuss the Gallery Assistant position. Does this time still work to talk? Again, I'm very interested in the offer you extended for an editorial assistant position with your organization and I have some questions I was hoping to we could discuss.

Employer: Alison, it is so nice to hear from you. We have been waiting to hear what you think of our offer. Yes, now is a great time! What are your questions?

Alison: After you offered me the position, I took a little time to review salary and cost of living for similar positions in the New York area. According to my research, \$25,000 is below the average. Is the salary negotiable?

Employer: I am actually pretty surprised you found our salary was below average, we have always made sure to create competitive offers. Can you elaborate?

Alison: Absolutely. The data I reviewed showed the range for a Gallery Assistant position in the NY area was between \$30,000-\$35,000. It seems there are quite a few galleries within this range. For example, Gallery ABC pays \$34,000 and they a signing bonus. I want to make it clear that I am very interested in your gallery, but I also want to be sure I am able to support myself financially. I hope I was able to

demonstrate my unique skillset that I would bring to the position, and know that I would be a great fit for the company, but I will need something more to feel comfortable moving from Michigan to New York.

Employer: That makes sense. Even though you have concerns about the salary, did you take a look at our benefits package? We are very competitive in this regard, and we want to make sure that the benefits package makes up for any salary difference.

Alison: I did, and your benefits package is great! I had a chance to talk with Leah in HR, and she was really helpful in explaining the details about the health plan. I would understand if the salary is fixed, but I would really appreciate if you would consider an increase. At this stage in my life, I am more concerned about the salary.

Employer response#1: Let me think about this and get back to you by the end of the week.

Alison: I really appreciate you considering and understanding my concerns. I look forward to hearing from you later this week.

Employer response #2: We do have a fixed salary for this specific position to make sure there is equity among our new hires. I do understand that the cost of living in NY is very high, and I want to respect your concerns. We do evaluate all our entry-level employees after a 3-month period, and again after 6 months. Usually, if the employee has a good performance we offer a salary increase. We also can offer you relocation assistance. I know you are moving from Michigan, so we can offer up to \$1,000 to help you settle in NY. What do you think?

Alison: Thank you for offering this, and I do understand equity among entry-level employees is important. As a new resident of NY the relocation assistance would be very helpful. Thank you for taking the time to discuss this—I'd like some time to consider the options. When do you need my decision?