

Salary Expectations

When an employer asks you for a salary expectation, make sure you have done your homework. Prior to your interview, you should review sites like <https://www.onetonline.org/> or <http://www.salary.com> for salary information about your field and location and compare salaries listed for similar job postings in your local area or the area in which you have applied.

Other salary considerations:

- Present a salary range rather than a specific figure
- Understand the benefits and perks available.
An employer who pays for continuing education may be a better option than one who pays more initially but does not offer professional development opportunities
- Think about potential for growth, promotion, access to a mentor, or other professional development opportunities
- Make sure any questions or requests you make are reasonable

Offer(s) and Acceptance

Before accepting an offer, gather information, ask plenty of questions, anticipate other offers, and contact other companies with which you have interviewed to see if they would match or exceed your current offer.

Also, be sure to...

- ✓ Respond in a timely manner when an offer of employment is extended
- ✓ Ask for a written offer if it has not been provided
- ✓ Inform employers of your acceptance or decline of their offer(s)
- ✓ Consider your offer(s) carefully and speak with trusted advisors who can guide you
- ✓ If you need additional time to decide, ask for an extension

Other Things to Think About...

- You can ask for a reasonable amount of time to respond to an offer. Try suggesting a time frame or asking the employer when they need a response.
- We encourage you to discuss your offer and decision with trusted advisors. These advisors could include a family member, faculty member, or Career Services staff member.



Common Mistakes

- Trying to negotiate before a job offer has been made, which usually results in a red flag to the employer.



Avoid...

- Accepting an offer from one employer while you are waiting for a better offer
- Telling an employer(s) you have another offer if you do not have one
- Leaving town or becoming unavailable without the hiring manager knowing how to reach you
- Placing unrealistic deadlines on employers for extending an offer