



Evaluating an Offer of Employment

First things first – congratulations! The process of evaluating an offer of employment can be overwhelming. Your starting salary will determine where you can afford to live, who you live with, and other lifestyle decisions. However, base starting salary is not the *only* factor to be considered in the offer evaluation process. Companies now offer varied benefit packages beyond just a starting base salary, and there are many personal and professional factors to consider both now and with respect to your future career prospects. Before accepting or declining an offer of employment, be sure you fully understand all aspects of the offer, and don't be afraid to ask questions! Your Human Resources Representative will be happy to explain the specific terms. Below are a variety of key factors to consider when evaluating an employment offer.

SALARY EXPECTATIONS

Though it is **ill-advised to raise the topic of salary** during an interview, it is valuable to begin the interview process with a clear understanding of the average annual salary range for a particular position for someone of your qualifications, within the appropriate geographic region, and within the company you are considering.

There are many **web sites available to guide your salary research**, and you would be best served by conducting your research **before** interviewing for employment! Salary information for various positions and companies may be researched through the following sites:

[America's Career InfoNet](#)

[Bureau of Labor Statistics](#)

[CareerBliss.com](#)

[Department of Labor](#)

[Glassdoor.com](#)

[Linkedin.com](#)

[Payscale.com](#)

[Salary.com](#)

SALARY NEGOTIATION

Once you receive an offer, is it recommended that you attempt to negotiate a higher salary? There is no easy answer to this question for the typical graduating college senior. However, the Chase Career Center can attest to the fact that **most companies have standard, non-negotiable starting salaries** for newly-hired college graduates. If not well thought-out ahead of time, attempting to negotiate could be risky and may reflect poorly on you as a candidate (e.g., create a perception of greediness).

Because the salary negotiation process is so variable, we recommend making an appointment with a [Chase Center Career Coach](#) in order to discuss the specific circumstances of your offer before taking any action. We will gladly help you determine an appropriate path forward.

ADDITIONAL FINANCIAL INCENTIVES

- ☞ At what intervals is an employee's job performance evaluated for potential pay increases?
- ☞ Will you be eligible for performance bonuses? When?
- ☞ Are you working on full or partial commission? Do you fully understand how it works?
- ☞ Will the company reimburse for various personal expenses (e.g., cell phone, mileage)?
- ☞ Will you be provided with a company car?
- ☞ Are you eligible for flex-time or telecommuting?
- ☞ Will the company cover the cost of required trainings or professional certifications (e.g., CPA or CFA)?

- ☞ Does the company offer tuition reimbursement for employees interested in pursuing advanced degrees? If yes, are employees required to remain working at the company for a specified amount of time after completing the degree?



HEALTH BENEFITS

- ☞ Does the offer include health care benefits? If yes, as a new employee, at what point are you eligible to receive them? What options are available and what percentage of the cost will your employer cover?
- ☞ Are dental, vision, and disability benefits included? It's a good idea to get an understanding of what services are covered by these plans and at what rate. The Plans can vary from company to company.

RETIREMENT BENEFITS

- ☞ Does the company offer employees a 401K, 403B, retirement or pension plan? If yes, how much and at what frequency does the company contribute?
- ☞ Are there other benefits related to profit-sharing or employee stock purchase programs?

PAID TIME OFF

- ☞ How many vacation days will you receive each year? How many sick days and holidays? Do these days come from the same overall bank of time?
- ☞ How many years does it take for an employee to earn additional vacation days (e.g., another week)?
- ☞ If you need or want additional days off, are you allowed to take *unpaid* vacation time? How much?

LOCATION

- ☞ Will you need to relocate? If yes, will those expenses be covered by the company?
- ☞ What is the average cost of living in this location, and will your salary allow you to cover your expenses?
- ☞ Will the job require you to relocate every couple of years?

COMPANY CULTURE

- ☞ Will you be a good "fit" for this company's culture?
- ☞ Do your values and beliefs align with those of the company's leadership?
- ☞ Will the culture of this company encourage you to grow and thrive, or might it ultimately inhibit your professional advancement?

PERSONAL SATISFACTION

- ☞ Will you actually enjoy this job? Does it play to your strengths?
- ☞ Will you grow and be challenged as much as you would like?
- ☞ Will you feel some degree of pride when telling others about your job and employer?
- ☞ What are the average daily and weekly hours typically worked in this position?
- ☞ How challenging will it be to maintain a work/life balance? Is this important to you at this stage of your career?

CAREER GROWTH & ADVANCEMENT

- ☞ Did you get a sense that your immediate supervisor and team are invested in your success?
- ☞ Will your experience in this job contribute to your ability to achieve your desired career path?
- ☞ What type of opportunities are there for advancement? Do employees tend to remain in the same role for several years before being promoted?
- ☞ How soon will you be evaluated for a potential promotion?