Negotiating for Success
(for Non-Academic & Faculty Positions)

Office of Career Planning & Professional Development
careerplan@gc.cuny.edu
The Graduate Center, room 3300.08
Webinar Housekeeping
Audio and Questions

Your Participation

Open and close your control panel

Join audio:
• Choose **Mic & Speakers** to use VoIP
• Choose **Telephone** and dial using the information provided

Submit questions and comments via the Questions panel

**Note:** Today’s presentation is being recorded and will be provided within 48 hours along with slides, handouts, and resources.
Recording!

• This presentation is being recorded
• We will send the recording, the presentation slides, handouts, and resources to everyone this afternoon
• The recording will be available for listening on our website
About the Office of Career Planning & Professional Development (OCP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 45 minutes) focused on job search, career concerns, and career self-assessment

- **One-on-one writing consultations** (typically 45 minutes) focused on discuss your coursework, thesis, conference presentation, or dissertation and address issues like organization/structure, audience, and clarity

- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)

- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few

- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.
OCP&PD Career Resources

Recorded Webinars
A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

Alumni Aloud Podcast
Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: [https://careerplan.commons.gc.cuny.edu/services](https://careerplan.commons.gc.cuny.edu/services)
OCP&PD Career Resources

**Versatile PhD**
A popular online resource for students/graduates thinking about careers outside of academia – *includes*:

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings

**Vault Career Guides**
An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers

Find at: [https://careerplan.commons.gc.cuny.edu/services](https://careerplan.commons.gc.cuny.edu/services)
OCP&PD Email Lists

Sign Up for Our Email Lists!

• Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning & Professional Development

Find at: https://careerplan.commons.gc.cuny.edu/services
Overview

- General Negotiation Principles
- Overall Preparation
  - Know your value and what you want
- New Non-Academic and Faculty Jobs
  - Conversations
  - Salary and other issues that can be negotiated
  - Declining an Offer and the Ethics of Reneging
General Negotiation Principles

• Consider all facets of the job and the organization or institution
• Prepare and plan: Conduct research and practice
• Always ask yourself: How does the employer benefit?
• Come up with alternatives: What is Plan B if you get a “no”
• Ask for more than what you want
• Determine with whom you should be negotiating with
• Most negotiating should be done in person or by phone
• Get in a positive mindset before talk
• Always get final offer/decision in writing
Know Your Value

• **Spend some time thinking about your *value* before any negotiation:** What makes you unique compared to other job candidates? What have you done for your employer/organization? Make a list:
  • Accomplishments
  • Awards
  • Customer or co-worker testimonials
  • Reviews
  • Praise
  • Education
  • Certifications
  • Training
  • Experience
Know Your Market Value

- Other professionals: friends, colleagues, mentors, network, recruiters
- Informational interviews
- Salary websites and calculators (see resources)
- Trade journals and professional associations (see resources)
- Company research and postings

Keep in Mind:
- Pick top of the range
- What is your walk away point?
Know What You Want

- Get clear on what you want in your job:
  - What are your values? (see resources)
  - Aspects of job – title, tasks, responsibilities, work culture, commuting distance (working from home)
  - Benefits – vacation, health insurance, tuition assistance
  - Flexibility – what type and what does it look like?
  - Other perks – professional development, travel, employee happy hours
What Else Can You Negotiate?
(Non-Academic Jobs)

- Start date
- Overtime/comp time
- Signing bonus
- Bonuses
- Stock options
- Profit share plans
- Relocation costs
- Salary reviews
- Title
- Tasks of position
- Vacation time or personal days
- Sick time
- Holidays
- Retirement, 401k, pension plans
- Health, dental, vision insurance
- Disability, life insurance
- Business travel insurance
- Flexible schedule or hours
- Work-from-home
- Professional development/training
- Student loan assistance
- Tuition assistance
- Maternity/paternity leave
- Employee assistance programs (EAPs)
- Childcare, sick childcare
- Parking allowances
- Commuting costs
- Expense reimbursement
- Allowance for travel and meals
- Employee discounts
- Gym membership
What Else Can You Negotiate?
(Faculty Jobs)

- Start date or delayed start
- Start-up funds
- Computer and software
- Teaching load
- Teaching release
- Guaranteed junior sabbatical
- Research funding
- Conference travel
- Summer salary
- Early start/pre-contract advance
- Maternity leave
- Tenure expectations (if coming in with tenure credit)

- Paid visit to look at houses
- Moving expenses
- Partner position
- Family/housing benefits
- Grant support
- Equipment
- Lab space and supplies
- Office furniture (if specialty)
- Library acquisitions
- Subscriptions to journals and membership
- Extension of decision timeline
Other Considerations for Faculty Positions

• Don’t try to negotiate every single aspect of the offer - only important things

• Consider the type of institution (SLAC, R1s, Ivy League, Community College)

• What are the prospects of attaining tenure?

• Summer teaching for additional compensation

• The shorter the non-tenure track position, the less you will be able to negotiate

• Save all negotiation correspondence, even emails
Salaries for Faculty Positions

• Assistant Professor 5-15% more
  – Lower end for small teaching colleges
  – Upper end for science and professional school offers
  – 10% more for most humanity and social science faculty positions

• Salaries more likely to be capped
  – Consider non-recurring monetary commitments
New Job

DREAM JOB
next exit
For a New Opportunity

- Hold off on salary or other benefit discussion as long as possible during interview process
- Always try to negotiate
  - 56% of people *do not* negotiate starting salary
- Keep in mind that at the offer stage, the employer REALLY wants you
- ***Employers leave room for negotiation – it is expected***
- Employer is going to try to get the best deal they can – you need to advocate for yourself
- This is not a battle; think of it as collaborating together to come up with a win-win situation
- Best chance for money and other benefits is NOW, not during reviews and promotions
On Job Application

• If application asks for a desired salary:
  – Give large range based on research
  – Choose to ignore or add zeros
  – Include statement: *I would prefer to discuss a salary and benefits in the context of an offer.*

• If application asks for salary history:
  – Now illegal in many states and cities (including NYC)
  – Add in so that can move forward
  – Leave blank or add zeros
In Interview: Early Stages (1)

• If asked early on during the interview process for salary requirement:

  • *Salary is not the number one motivating factor for me in this decision. I’m really excited about the challenges and opportunities at Organization X, and I’m sure the team will put together a package that we’re all happy with.*

  • *While money is important, it is not the only aspect I consider in a position. I would love to first learn more about the position and duties as well as the benefits that are offered. Once I have the entire picture, I may have a better idea about my salary requirements. Could we discuss this later in the interview process and in the context of an offer?*

  • *For now, my primary concern is with the position itself and my fit for it. I would be happy to discuss compensation once we both have decided that I am the right person for the job.*
In Interview: Early Stages (2)

• If push...
  • Can you tell me what the salary range is for this job? I’m sure it is in line with what I am looking for.
  • I’m looking for the market rate.
  • What range do you have budgeted for this position?

• If still push...
  • I’m aware that the market rate for this type of position is somewhere between $75k and $90k.
  • Based on industry research that I have conducted, it appears that the market rate for this type of position is somewhere between $75k and $90k, depending on the specific job requirements, size of organization, and total compensation package offered. However, right now I am most concerned with learning as much as I can about the position and the fit.
In Interview: Early Stages (3)

• If asked about past or current salary:

  • I’m really not comfortable sharing that information. I would prefer to focus on the value I can add to this company and not what I’m paid at my current job.

  • Because I am changing industries, I do not believe my previous salary is relevant for this conversation. Based on my research, I’m seeking between $90k to $100k annually, which appears to be accurate for this industry and for my background and education.

  • Given that I am transitioning from an industry with a vastly different pay structure (or perhaps geographic location or have been with one company for many years and have not tested the market), I do not think my salary history is very relevant and I would like to focus on fit for the role at this point.
Interview: Offer Stage

• Try to get interviewer to give first amount
• Once interviewer gives offer:
  • Thank you, I am really excited about this position and that you are extending an offer. I would like to take time to consider the salary and the entire benefits package. May I get back to you in 48 hours?
• Response timeframe differs
• Prepare for next meeting
Prep for Next Meeting

- Review entire package and what you would like
- Rank order all that is important to you (e.g., salary increase, work from home 1 day per week, and 3 additional vacation days)
- Anticipate interviewer’s defense of initial offer – prepare response
- Create a second counter-offer or Plan B
- Practice
- When ready:
  - Email: I’m excited about the offer and position, and was wondering if you have some time this week to discuss a few questions I have? I look forward to speaking with you.
  - Set aside 30 minutes for discussion; aim for phone, have notes in front of you
Candidate’s Response

• Thank you, I am excited about this position and offer.
• I’d like to discuss a few items in the offer, including salary, work schedule, and vacation time.
  • In researching this type of role in the New York City area, and for someone with my experience and education level, I was anticipating an offer closer to $75k (or between $75k and $90k). What kind of flexibility is there in getting closer to this number?
  • I’m really excited to work here, and I know that I will bring a lot value. I appreciate the offer at $65k, but was really expecting to be in the $75k range based on my experience, drive, and performance. Can we look at a salary of $75k for this position?
  • Thank you so much for the offer. As I mentioned during my interview process, I am speaking with a couple of other organizations. If you’re able to move the pay to $75k, I’d be eager to accept.
Employer’s Response

- **SILENCE!**
- **Employer’s Response:**
  - **Yes or might be possible:** May need to check with someone else (If you can do that, I am on board)
  - **No:** Introduce counter (next slide)
  - **Defense of initial offer:**
    - **Employer:** *You haven’t had much experience in this industry.*
    - **Candidate:** *I may not have much experience in this field, but I have all the transferable skills that are needed to succeed in this field, such as X, Y, and Z, and I am bringing a fresh perspective to the table. In addition, I offer a few other skills that you are unlikely to find in the typical candidate, including A, B, and C.*
After an initial round of negotiation:

- **Employer**: Unfortunately, we can only go as high as $X.
- **Candidate**:
  
  - I understand where you’re coming from, and just want to reiterate my enthusiasm for this position and working with you and the team. I think my skills and education are perfectly suited for this position, and are worth $100k.
  
  - I appreciate your flexibility in trying to make this work. I really want this job, so I’m hoping we can see what we can do to make both sides comfortable. How flexible are you with [insert benefit]?
  
  - I understand the best you can do is $95k and you can’t come up to $100k. If you can do $95k and offer an extra week of paid vacation each year, then I’m on board.
Final Offer

• If no to everything, decide what you will do (ask for more time to consider, decline or accept)

• *I understand, and I am eager to accept. I’d like to set up a timeline to revisit the terms again in ___ months. Is that something you’re open to?*

• Accept by phone; ask for written confirmation of final offer
Declining or Reneging

• Decline politely—don’t burn any bridges
• Tell them why you are declining
• It’s a big deal to back out of a job that you have accepted—consider the consequences
Remaining Questions?