

Understanding Job Offer Packages

AgCareers.com Career Success Kit

- During the Interview
 - Questions about current salary
 - Break down your salary into base pay, commission, bonus, etc.
 - Questions about expected salary
 - If you state a desired salary, ensure to state a little more than you want, within reason
 - A good rule of thumb is 10% more than your current base salary
 - Give a specific number and not a range because then they will take the lower salary that you offered
 - Don't begin negotiations in the interview, let the employer bring it up
 - Receiving a job offer during the interview
 - Never accept an offer in an interview
 - Allow at least a couple hours to think about it
 - Ask for the offer in writing
- You've been offered the job. Now what?
 - Ask for time to evaluate the offer
 - Up to a week is acceptable for most employers
 - If you need more time, explain your situation
- What is usually included in a job offer package?
 - Job Title/ Duties
 - Work Hours
 - Compensation
 - Paid Leave
 - Benefits Information
 - Perks
 - Non-Compete/Non-Disclosure Agreements
 - Documentation or Contingences
- Compensation
 - Salary or wage per hour – exempt/non-exempt
 - Bonus: guaranteed vs. discretionary
 - Commission: varies based on performance and is usually a percentage of sales
 - Deferred compensation: income paid at a later date than earned
- Paid Leave
 - Includes holidays, vacation time, sick days, floating holidays, and personal days
 - Combined paid time off (PTO)
 - Policies vary widely by company – not mandated by law
 - Anniversary date vs. calendar year accrual

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- What else?
 - Tuition reimbursement
 - Cell phone
 - Vehicle allowance/Parking reimbursement
 - Flexible work hours
 - Gym membership
 - Relocation costs
 - Pension plan details
- Non-Compete/Non-Disclosure/Non-Solicit Agreements
 - Non-compete agreement: you agree not to directly compete with the company (former employer) in a reasonable length of time and within geographic limits
 - Non-disclosure agreement: you agree not to disclose things your former company may consider to be proprietary or confidential
 - Non-solicit agreement: you agree not to solicit your former company's customers for a certain time frame
- Knowing Your Value
 - Evaluate the pros and cons of the job, employer and offer
 - Benchmark salaries for similar roles
 - Consider cost of living
 - Evaluate the perks
- Understanding the Employer
 - What type and size is the employer? Are they private sector, public sector, non-profit, etc.? Is it a growing industry?
 - Network – turn to people who have worked there or currently work there for internal information
- Negotiating Salary
 - Counter offer (this could put your offer at risk - tread carefully)
- Negotiating Outside of Salary
 - Training/education/professional development
 - Parking reimbursement
 - Paid time off/vacation time/flexible work hours
- Closing the Negotiations – Accepting the Offer
 - It is best to accept your offer in writing
 - Express gratitude and enthusiasm for the role
 - Reference the basic aspects of the offer: job title, salary and starting date
 - Address to the person who sent the offer
- Closing the Negotiations – Declining the Offer
 - Needs to be done in writing
 - Express gratitude
 - State the reasons or vaguely state the reasons for declining
 - Stay professional – leave a lasting impression