



COMPONENTS OF AN OFFER

Once you have had a successful interview, the final step is understanding an employment offer. It is important to have done your research thoroughly before this stage, so that you understand what level of salary, benefits, and other perks are common for this type of career. Often the turnaround on this stage is very short, so you need to respond confidently and quickly to any offer you receive. Your potential employer will not revoke an offer if you inquire, in a professional manner, if the salary and other components are negotiable.

Components of an Offer:

- Salary: the base compensation of the position.
- Bonus Structure: any additional compensation linked to performance or KPIs.
- Benefits: health, vision, dental, counselling, additional HR support, etc.
- Additional Perks: vacation entitlement, profit sharing, stock options, working from home, flexible/personal time, tuition, fitness membership, corporate discounts.

TIPS

Understand the pay scale for the type of position. Naturally, asking for a markedly larger salary than the range offered can cause a loss of the employment offer. Conversely, asking for compensation below the offered range can denote a lack of experience, confidence, or capability.

- The most important ingredient for negotiating is attitude. Plan with a positive attitude and the desire for a win/win outcome.
- Negotiate from a reasonable position with rationale for the alternatives you propose.
- Link all negotiable items to the job itself.
- If there are several points to negotiate, set them all out at one time.
- You may want other items besides base salary e.g. vacation, signing bonus, accelerated time to promotion, etc.
- Negotiate job content, including responsibilities, authority, interactions, and staff support at the time of the offer.
- When negotiating salary, know what the going rate is for comparable positions in similar size companies in the industry and location.
- Avoid discussing perks until major issues (salary, bonuses, etc.) have been agreed upon. Mentioning them earlier can put issues on the table that can be negotiated away.
- Never make an impromptu decision during a negotiation. You must decide the limits of your flexibility before you begin negotiation.

Use the links below to better understand the types of offer and compensation packages for your desired career, and calibrate your negotiations accordingly.

LINKS

[Payscale.com](https://www.payscale.com)

[Wowjobs Canada Salary Search](https://www.wowjobs.ca/salary-search)

[Full-time MBA Employment & Salary Report](https://www.glassdoor.com/employment/mba)

[Glassdoor.com](https://www.glassdoor.com)