

ACCEPTING, DECLINING, AND NEGOTIATING JOB OFFERS



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**This event is being
live-streamed and
recorded**

Feel free to opt out of
speaking or
identifying yourself

Tuesday, March 27, 1-2 pm
Room C03 (livestream available!)

Register via Career Connect

Workshop led by Matthea Marquart,
Director of Administration for the Online Campus

Hosted by the Office of Career Services and Leadership Management

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Accepting, Declining and Negotiating Job Offers



Tuesday, March 27, 1:00 - 2:00 pm, Room C03 or
<https://columbiauniversity.zoom.us/j/878856762>

Matthea Marquart
Director of Administration, Online Campus, CSSW

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Welcome and congratulations to those of you approaching graduation!



....which also means you'll be approaching post-graduation conversations around accepting, declining, and negotiating job offers

Intro your trainer

CSSW alum; 3rd time facilitating this workshop here

Experience hiring full time and part time staff and interns since 2000:

- National Director of Training, Building Educated Leaders for Life
- President, National Organization for Women, NYC Chapter
- Director of Foundation and Government Relations, Inform, Inc.
- Director of Administration, Online Campus, CSSW

Agenda: Accepting, Declining and Negotiating Job Offers

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- | | |
|---|--|
| 1 | Welcome and agenda |
| 2 | Turn & talk, and debrief: your experience accepting, declining, and negotiating job offers |
| 3 | Basics: accepting, declining, and negotiating |
| 4 | Focus on salary negotiation |
| 5 | Pairs: your turn to practice |
| 6 | Debrief and Q&A |

Questions are welcome throughout

- If you have a question that's on topic or would be helpful for everyone, feel free to ask when it comes up
- If you have a question that's specific to your circumstance, please save it until the Q&A at the end

Turn & Talk: Your experience negotiating job offers



For those in the room:

Turn to a neighbor and share:

- Have you ever accepted, declined, or negotiated a job offer before?
 - If yes, how did it go?
 - If no, is there anything you're nervous about?

For those online:

Please share your experiences in the chat area

Debrief: Your experience



Raise your real hand or your virtual hand if:

- You have experience accepting, declining, or negotiating job offers
- You've never done this before
- You are feeling nervous about negotiating your next job offer
- You have experience from the hiring end AND you'd be happy to talk with your peers about this in the future

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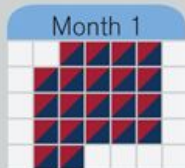
Use your social work skills & put yourself in the hiring manager's shoes

- **Overworked, stressed, tired** – if there's a job opening, that means people are currently doing extra work
- **Worried, under pressure** – hiring the wrong person has a long-term negative impact, and their bosses are likely asking when the new hire will start
- **Hopeful** – you might be the answer to their search!

There are a lot of emotions at play during a salary negotiation, on both sides of the negotiation. Your social work skills will help you navigate.

HIRING TIME

According to executives surveyed by Robert Half, it takes **five** weeks, on average, to fill a staff-level position and **7.5** weeks to fill a management-level position.



■ = Staff-level position
■ = Management-level position

For small businesses, a position that goes unfilled for weeks or even months can translate into lost revenues, overburdened workers and missed opportunities.

THE TRUE COSTS

PERCENT OF RESPONDENTS

41%

OF COMPANIES SURVEYED SAY THAT A BAD HIRE IN THE LAST YEAR HAS COST THEM AT LEAST **\$25,000.**

25%

OF COMPANIES SURVEYED SAY THAT A BAD HIRE IN THE LAST YEAR HAS COST THEM AT LEAST **\$50,000.**

https://www.mindflash.com/wp-content/uploads/2012/01/Mindflash_1.24.12-01-2.png

https://www.roberthalf.com/sites/default/files/Media_Root/images/rh-images/ouch-infographic_2014_edit2.jpg

What happens on the hiring side when *you decline*

- Disappointment -- they wanted you on their team
- Stress -- if there's no second-choice candidate, they need to restart the whole hiring process, and in the meantime they're still overworked

Please be kind if you turn down a job offer. It's disappointing, and also you never know when you'll meet these people again.

Emphasize how much you enjoyed meeting them and that you wished it had worked out.

What happens on the hiring side when *you accept*

- Excitement -- the search is over and you will be helping them
- Paperwork -- please be prompt in filling this out

Start your job on a positive note. Emphasize how excited you are to be joining the team, and ask questions that demonstrate your excitement, e.g. questions about training, how you can best contribute to the team, etc.

When you have an offer

- While you're interviewing, they have the power, but once they give you an offer, you have the power
- Once you accept an offer, the power goes back to them, so this is your window

This is your chance to negotiate, and this may be your only chance to negotiate with this organization.

At the same time, this is potentially the start of your working relationship with your boss, so maintain a positive tone and emphasize your enthusiasm for the job, team, and organization.

Why should you negotiate job terms?

- This is your chance to ask for what you want; depending on the organization, this may be the only time you can negotiate things like working from home, a flexible schedule, etc.
- If you have a vacation planned prior to when employees are allowed to take time off, now is the time to ask
- Once you're an employee, you're part of a group that needs to be treated equally

Why should you negotiate salary?

- 30 seconds can make you thousands of dollars – this is the easiest money you will ever make
- If you start your job underpaid, every future % increase will be lower
- If you're underpaid, everyone who reports to you in the future will be underpaid, too
- If you're underpaid and part of a historically underpaid group, your salary will be part of the macro income inequality
- If you're underpaid, it may impact your commitment to your job and to the organization
- All employers expect some negotiation; if you don't negotiate, you may lower your future supervisor's opinion of your skills & professionalism

What happens on the hiring side when you're offered a job

- The Hiring Manager talks with HR and with their supervisor before offering a candidate the job
- They discuss the salary to offer, and usually a salary to offer if the candidate negotiates

This means that there is usually an unspoken higher salary offer ready to go if you just ask

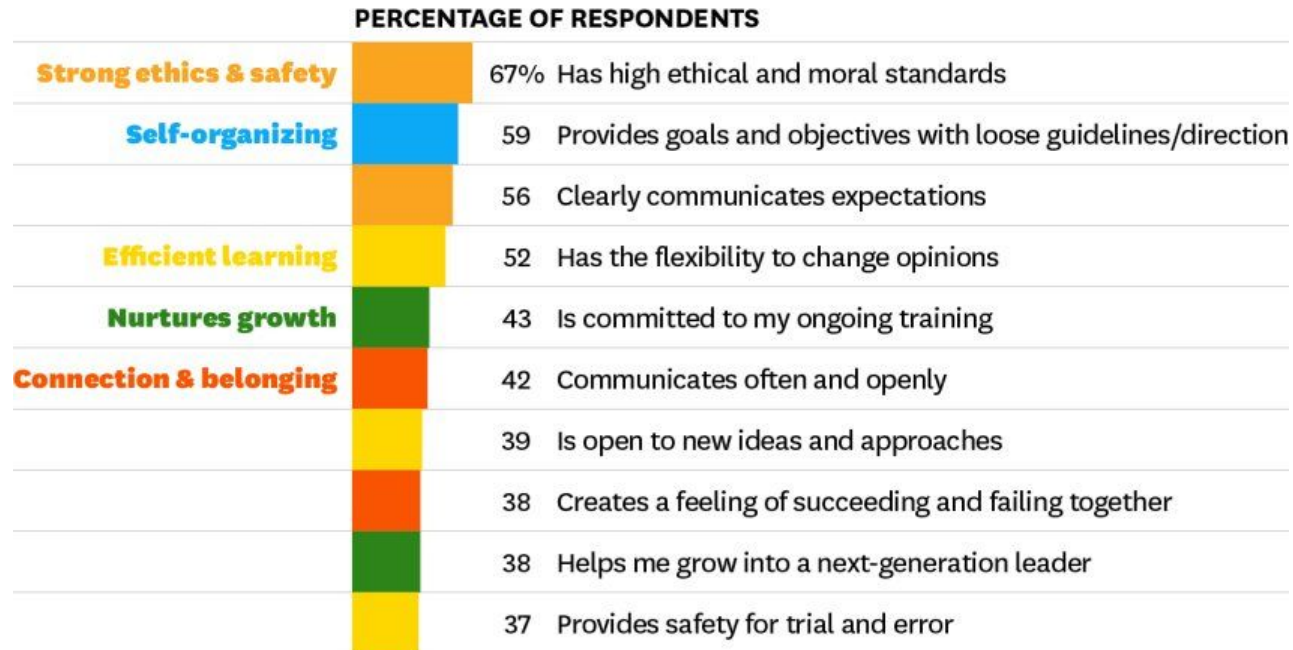
Know your value: CSSW grads offer value to their organizations

- Proven accomplishments that can benefit any organization
- An MSSW degree is double the work of most other Master's degrees -- 60 credits rather than 30, 32, 36 credits
- Columbia's MSSW degree is more rigorous than most other SW programs
- Ivy League degree on a bio can help an organization fundraise or publicize their work
- As alumni, access to resources and network

Social work skills are valuable leadership skills

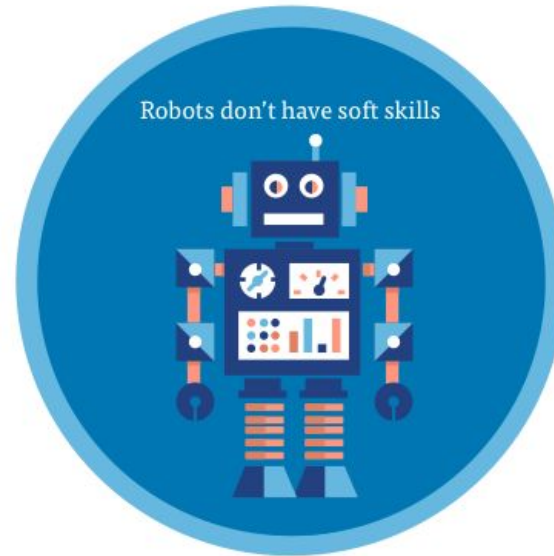
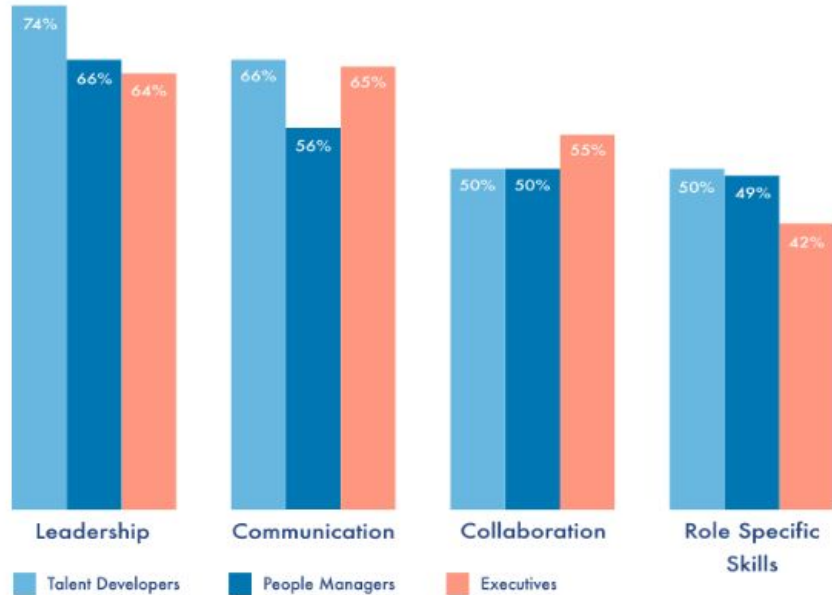
The Top 10 Leadership Competencies, Grouped Into Five Themes

When 195 global leaders were asked to rate 74 qualities, these rose to the top.



Social work skills are valuable employee skills

Talent developers, executives and people managers agree that training for soft skills is the top priority for talent development teams.



More about the value of an MSSW

Is the MSW the New MBA?

<http://www.fastcoexist.com/3035124/is-the-msw-the-new-mba>

The 21st Century's J.D.

<https://www.insidehighered.com/views/2016/02/25/social-work-has-become-21st-century-law-degree-essay>

Social Workers as super-heroes:

TEDxColumbiaSC

https://www.youtube.com/watch?v=A27QjpQ_leo

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Preparing for a salary negotiation:

Research the salary range

- Research salary ranges for the type of job, for the field, for the city/state, for the organization, etc.
 - Glassdoor.com
 - Payscale.com
 - Comparably.com
 - Guidestar.org for nonprofit IRS Form 990s
 - U.S. Bureau of Labor Statistics <https://www.bls.gov/bls/wages.htm>
 - USA.gov & federal Office of Personnel Management for federal jobs
<https://www.usa.gov/benefits-for-federal-employees>
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>
 - Company website, e.g. Columbia University salary grades:
<http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/salary-information>
- Where else can you look?

Preparing for a salary negotiation:

What do you value besides money?

Possibly negotiable (depending on the organization):

- Bonuses or schedule for salary review
- Vacations or personal days
- Flexible work schedule, particularly if the salary is low enough that you need another job
- Work from home
- Tuition reimbursement
- Funding for professional development opportunities, e.g. workshops, conferences
- Funding for memberships for professional associations
- Ability to bring on social work interns
- Other benefits

Key points for a salary negotiation

- Try not to be the first to name a number, but don't be argumentative
 - "I would like a fair salary that corresponds with my skills, education, and experience, as well as the significant contribution I'll be making here."
- If you have to name a number, name a range
- Except in NYC and other areas where it's illegal to ask, if they ask for your previous salary, try to avoid giving a number, but don't lie (they can verify it)
 - "My previous salary was earned prior to earning my Master's degree, so it doesn't accurately represent the value I bring to the organization now."
- It's ok to ask questions, e.g. what's budgeted, what's the typical range for others in the organization
- Emphasize your excitement – this is your future supervisor and you want to start off with a good relationship
- Do NOT accept the first offer
- It's ok to ask for time to consider the offer, but not too much time

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Your turn

For those in the room:

Turn to a neighbor and take turns being the hiring manager and the candidate:

- Hiring manager starts the practice with: “We’d like to offer you the job. What salary are you looking for?”

For those online:

Please practice by typing in the chat area

Review: Key points for a salary negotiation

- Try not to be the first to name a number, but don't be argumentative
- If you have to name a number, name a range
- Except in NYC and other areas where it's illegal to ask, if they ask for your previous salary, try to avoid giving a number, but don't lie (they can verify it)
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Debrief and Q&A



- How did it go?
- What questions did this bring up?

Thank you's

- Thank you for taking the time to join us!
- Tomomi Uetani
- Tiffany Alexander

Also, a plug for CSSW's online campus:

- Take an online course and [develop marketable tech skills](#); just like residential courses, online courses are open to alumni when space is available, at a special alumni rate
- Come to an online event, now or as an alum
- Consider working with the online campus after you graduate, as an Associate, Live Support Specialist, Advisor, Field Instructor, Guest Speaker, etc.
- Be a mentor and encourage good candidates to apply