

# ACCEPTING, DECLINING, AND NEGOTIATING JOB OFFERS

Presented by Matthea Marquart '05, Assistant Dean of Online Education



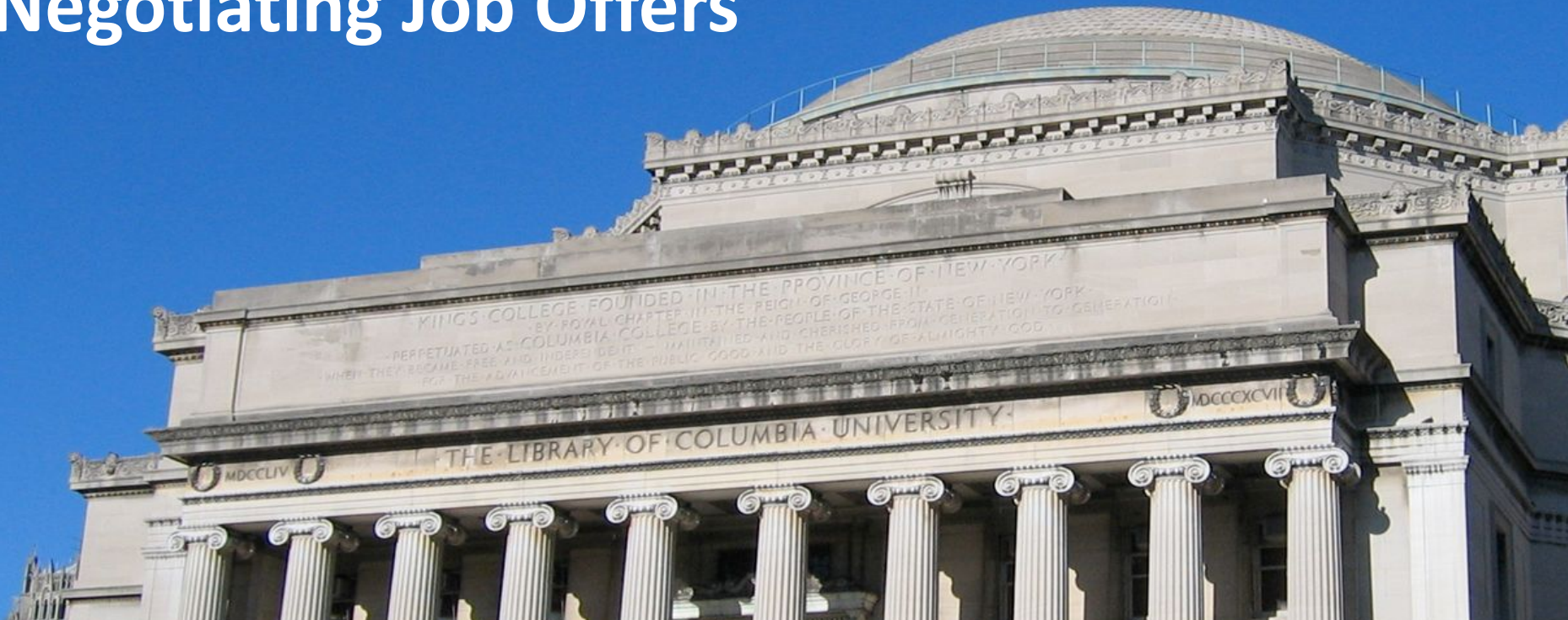
Wednesday, April 21  
12:00 - 1:00 PM EST

[Register via Career Connect](#)

Hosted by the Office of Career Services and Leadership Management

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# Accepting, Declining and Negotiating Job Offers



Wednesday, April 21, 2021  
12:00 - 1:00 pm ET, Online

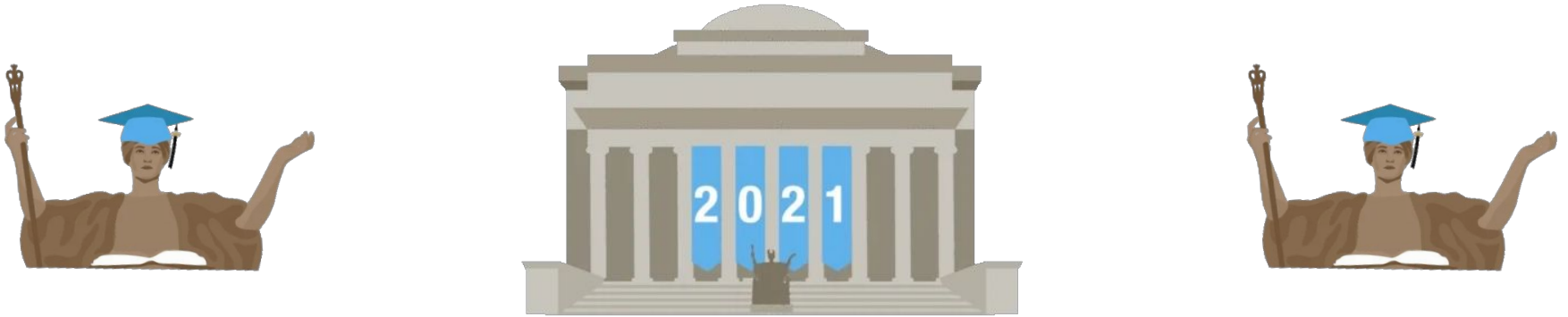
Matthea Marquart  
Assistant Dean, Online Education, CSSW

# Moment of silence

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Acknowledging our personal and  
community losses

# 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 to your trainer



CSSW alum; 5th 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.
- Assistant Dean, Online Education, CSSW

# Questions are welcome throughout

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- 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

# Agenda: Accepting, Declining and Negotiating Job Offers

1	Welcome and agenda
2	Your experience accepting, declining, and negotiating job offers
3	Basics: accepting, declining, and negotiating
4	Focus on salary negotiation
5	Practice
6	Wrap up, Q&A, and thank you

# Your experience accepting, declining, and negotiating job offers (1/2)

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Please share in the chat:

- Have you negotiated a job offer before?
  - If yes, what are specific things you did that were helpful & you plan to do again?
  - If no, is there anything specific you're nervous about?



# Your experience accepting, declining, and negotiating job offers (2/2)

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Please share in the chat:

- Have you been a hiring manager or on a hiring committee?
  - If yes, what advice do you have for interviewees? (please continue to share as we go through this webinar)

# Have you checked out CSSW's [Career Connect](#) resources on salary negotiation?

*If yes, which resources do you recommend?*














Salary Reports, Research Tools, and Tips (See Also Labor Market Research Folder) 

-  [FREE self-paced online salary negotiation workshop from AAUW](#)  
 Email  Open

Reports 

-  [2020 PA Nonprofit Salary Report from PNP Staffing](#)  
 Email  Download
-  [2021 DC Nonprofit Salary Report from PNP Staffing](#)  
 Email  Download
-  [2021 NY Nonprofit Salary Report from PNP Staffing](#)  
 Email  Download
-  [Employer Costs for Employee Compensation \(from US Bureau of Labor Statistics\)](#)  
 Email  Open
-  [Higher Education CUPA-HR Salary Surveys](#)  
 Email  Open

Tips 

-  [2021 Guide to Negotiating as a Woman by BossedUp](#)  
 Email  Download
-  [5 Salary Negotiation Strategies for Social Workers \(from the New Social Worker\)](#)  
 Email  Open
-  [9 Resources You Need to Check Out Before You Negotiate Your Salary \(from The Muse\)](#)  
 Email  Open
-  [How to Ask for a Raise Without Coming Off as Entitled \(from Vault.com\)](#)  
 Email  Download
-  [How to calculate part-time rates](#)  
 Email  Open
-  [How to Turn No Into Yes: Powerful Negotiation Questions w/ Alex Carter](#)  
 Email  Open
-  [Know What You're Worth and What You Want \(from womenforhire.com\)](#)  
 Email  Open

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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.

# According to surveys of managers with hiring responsibilities in the U.S. done in December 2020 by Robert Half International, Inc.:

- 95% of business leaders say it's very or somewhat challenging for their company to find skilled professionals
- 26% of managers in the healthcare industry said that hiring skilled professionals is their greatest staffing challenge

# Cost of a Bad Hire Calculator

Salary of new employee	<input type="text" value="\$0"/>
Average number of days to fill position	<input type="text" value="0"/>
Your salary	<input type="text" value="\$0"/>
Hours spent reviewing candidate resumes	<input type="text" value="0"/>
Hours spent conducting interviews	<input type="text" value="0"/>
Cost of advertisements	<input type="text" value="\$0"/>
Cost of drug screening + background checks	<input type="text" value="\$0"/>
Cost of lost productivity	<input type="text" value="\$0"/>
Days spent training the new employee	<input type="text" value="0"/>
<input type="button" value="Calculate"/>	<input type="text" value="\$0"/>

According to a CareerBuilder survey of hiring managers and HR professionals conducted by Harris Poll in 2017, every bad hire cost an average of \$14,900

Source:

<http://press.careerbuilder.com/2017-12-07-Nearly-Three-in-Four-Employers-Affected-by-a-Bad-Hire-According-to-a-Recent-CareerBuilder-Survey>

## According to a survey of 2,100 chief financial officers done in 2015 by Robert Half International, Inc.:

- 95% “said a poor hiring decision at least somewhat impacts the morale of the team”
- 35% said “morale is greatly affected” by a poor hiring decision
- Supervisors spend “17 percent of their time managing poorly performing employees”
- Bad hires cause extra work and extra pressure for good employees, and overall staff productivity can drop

# 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*

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- 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?

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- 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?

- You have a minimum salary that you need
- 30 seconds can make you thousands of dollars – this is the quickest, 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

# Demystifying what happens on the hiring side when you're offered a job

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- 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

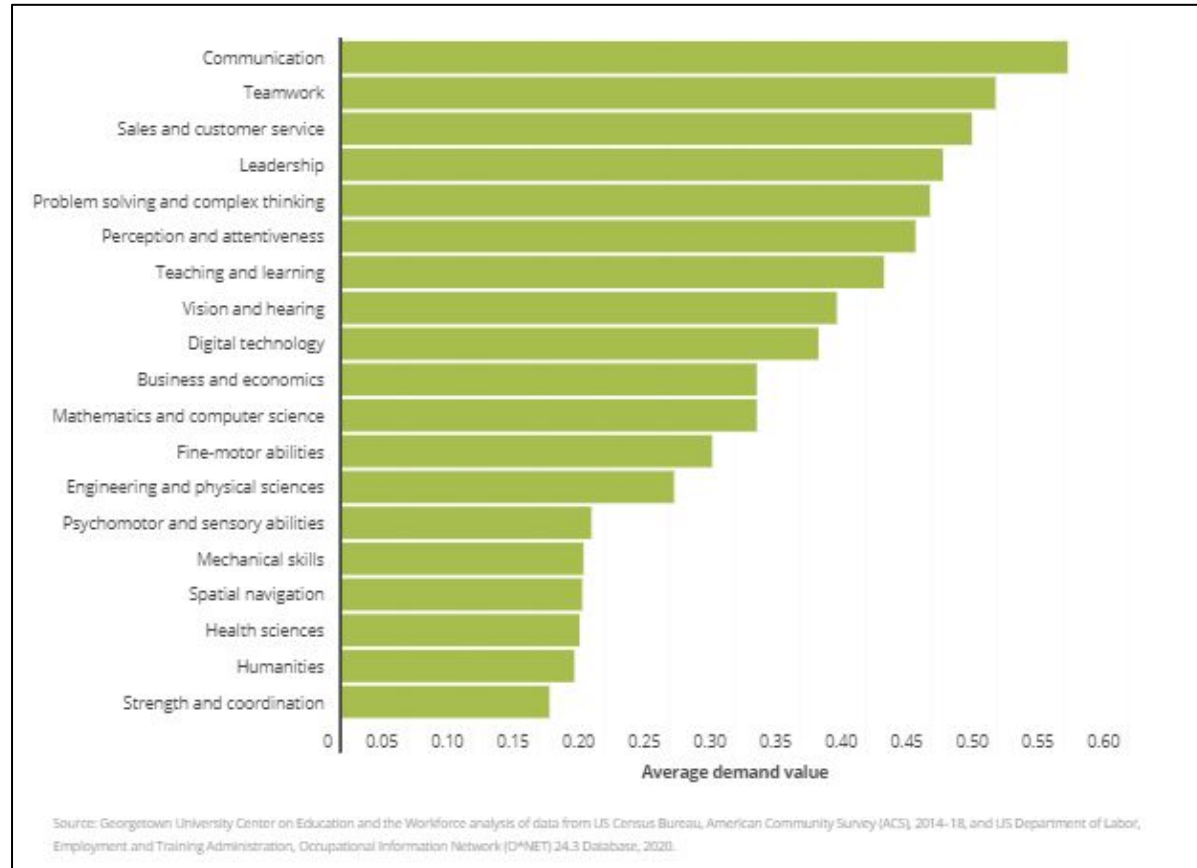
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- Proven accomplishments that can benefit any organization
- An MSSW degree is double the work of most other Master's degrees -- 60 credits rather than 30, 32, 36 credits
- Columbia's MSSW degree is more rigorous than many other SW programs
- An Ivy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

# Social work skills are valuable employee skills

According to a 2020 study by the Georgetown University Center on Education and the Workforce, the “most in-demand competencies across the labor market” include:

- Communication
- Teamwork
- Leadership
- Problem solving and complex thinking
- Perception and attentiveness
- Teaching and learning
- Digital technology



# Social work skills are valuable leadership skills

According to a 2016 study of 195 leaders, which asked participants to choose the 15 most important leadership competencies, five themes emerged.

## The Top 10 Leadership Competencies, Grouped Into Five Themes

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



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# More about the value of an MSSW

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[Impact Is The MSW The New MBA?](#)

[Social work has become the 21st-century law degree \(essay\)](#)

[Social workers as super-heroes | Anna Scheyett | TEDxColumbiaSC](#)

[Social Workers Essential? Only If We Believe It](#)

[A Love Letter to Social Workers on the Front Lines of COVID-19](#)

# How would you describe the value of your degree for the type of job you are seeking?

- Please let us know in the chat -- it's helpful to practice putting this into words, and it's helpful to learn from others' responses
- Example:
  - “As part of my MSSW at Columbia, I completed coursework in XYZ, spent X hours in the field, and earned a certificate in motivational interviewing. All this has given me the XYZ that you need in this role.”

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# Note: this workshop does not seek to put blame on women & people of color for systemic pay inequalities

- There are many macro issues that impact pay, and due to a variety of -isms, there can be risks to negotiating salary
  - E.g. [Why Women Don't Negotiate Their Job Offers](#) (HBR)
- Knowing this, you can still negotiate
- It's important to consider the impact on your working relationships at your new job, and approach negotiating with the future in mind
  - E.g. “I really want this to work because I'm so excited about the possibility of joining your team and contributing to your important services”

# Preparing for a salary negotiation:

## Research the salary range

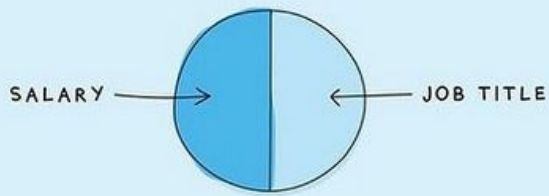
- Research salary ranges for the type of job, for the field, for the city/state, for the organization, etc.
  - Look at a variety of sites (Career Connect has many links)
  - For nonprofits, look at the organization's tax filings to see the highest salaries in the organization, to give you a sense of the possible salary range
  - For federal jobs, look at USA.gov & federal Office of Personnel Management [Pay and Benefits for Federal Employees](#) [OPM Pay & Leave Salaries & Wages](#)
  - Check the organization's website for salary information, e.g. Columbia University posts salary grades: [Salary Information and Grades | Human Resources](#)
- Where else can you look?

# Make sure you know the salary you need

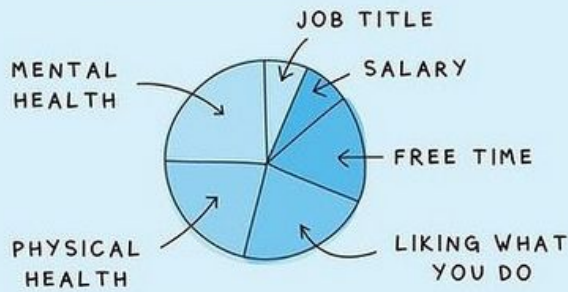
- It can be helpful to use a salary paycheck calculator

General Information	Federal Information	State Information
Check Date <input type="text" value="04/21/2021"/>	Use 2020 W4 <input type="text" value="No"/>	State elected percentage rate <input type="text" value="2.7"/>
State <input type="text" value="Arizona"/>	Federal Filing Status <input type="text" value="Single"/>	Exempt State <input type="text" value="No"/>
Gross Pay <input type="text" value="0"/>	# of Federal Allowances <input type="text" value="0"/>	Additional State Withholding <input type="text" value="0"/>
Gross Pay Method <input type="text" value="Annually"/>	Additional Federal Withholding <input type="text" value="0"/>	Locale Information
Gross Pay YTD <input type="text" value="0"/>	Round Federal Withholding <input type="text" value="No"/>	No Locale Information Required
Pay Frequency <input type="text" value="Bi-weekly"/>		Voluntary Deductions
Exempt from <input type="checkbox"/> Federal <input type="checkbox"/> Fica <input type="checkbox"/> Medicar		Deductions <input type="text" value="\$ 401k"/> <input type="checkbox"/> Hsa <input type="checkbox"/> Custom

### HOW WE'RE TAUGHT TO MEASURE SUCCESS



### A BETTER MEASURE



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8w



jftrailrun 🍌🍌🍌

3w Reply



91,627 likes

FEBRUARY 17

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<https://www.instagram.com/p/CLZv887BJ2F/> --  
 from [Liz and Mollie \(@lizandmollie\)](#) • [Instagram](#) by **Liz Fosslien** (art and Instagram) and **Mollie West Duffy** of [Liz + Mollie Feel Things](#)

# 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, and when you can take them
- Flexible work schedule, particularly if the salary is low enough that you need another job
- Work from home
- Tuition reimbursement or funding for professional development opportunities, e.g. workshops, conferences
- Funding for memberships for professional associations
- Ability to bring on social work interns to gain management experience

**What else do you care about, that you could negotiate for?**



# 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 to practice (1/2)

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In the chat, respond to this statement:

- “We’d like to offer you the job. What salary are you looking for?”

Next, read your colleagues’ responses. What’s one response you liked and why?

# Your turn to practice (2/2)

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In the chat, respond to the scenario:

- The hiring manager has offered you a lower salary than what you're looking for. How do you respond?

Next, read your colleagues' responses. What's one response you liked and why?

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# Review: Key points for a salary negotiation

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# A plug for CSSW's Online Campus

- Take an online course and [develop marketable tech skills](#) that have [professional benefits](#); just like residential courses, online courses are open to alumni when space is available, at a special alumni rate
- Consider working with the Online Campus after you graduate, as an Associate, Live Support Specialist, Advisor, Field Liaison, Field Instructor, Guest Speaker, etc.
  - If you're graduating this spring, you may be interested in learning new skills through our free institutes:
    - 3-session, 15-hour Institute on Technical Skills for Online Event Production
    - 5-week, 25-hour Institute on Pedagogy and Technology for Online Courses

# If you'd like to connect

- LinkedIn <https://www.linkedin.com/in/matthea-marquart/>
  - I see lots of job posts and “like” them in order to spread the word
- Twitter @MattheaMarquart
  - I share our institute applications here
- Website: <https://www.mattheamarquart.com/>
  - I post workshop slides here



# Q&A and Thank you!

- Thank you to all of you for your fantastic session participation!
- Thank you to Tomomi C. Uetani, Director of Career Services and Leadership Management & Rawlisha Pena, Assistant Director of Career Services and Leadership Management

**To wrap up, please chat: What's a key takeaway from this session?**