



negotiating and

securing the role.



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negotiating a job offer.

Your guide to effectively negotiating a job offer including advice on how to accept or decline an offer gracefully.

Congratulations! You have received a job offer. All that hard work and preparation during the job application and interview process has paid off.

Now you must consider the offer and decide whether you would like to accept the offer, decline the offer, or negotiate a better salary package to meet your expectations.

If you decide you want to negotiate the job offer with your potential employer here are some things for you to consider:

- Express your appreciation for the offer.
- Evaluate the offer according to your needs and expectations.
- Negotiate the areas you would like to see improvement, such as;
 - the remuneration package
 - performance review timings
 - additional, non-monetary benefits



deciding to negotiate

If the job offer is everything you could want, then, of course, say yes to your new employer and work out the next steps. But if you're unsure and you've discussed the details of the job offer, say thank you and then ask for some time to think about it.

Express your interest in the job and agree on a time for you to follow up with them either over the phone or in writing. This gives you time and space to either accept the offer as is or the opportunity to negotiate.

express your appreciation

If offered the job over the phone, express your thanks for the job offer and highlight critical reasons why you are excited to join the team. Then ask for the time to go through the details of the job offer in writing and agree on when you'll get back to them and the next steps.

evaluate the offer

Read through the job offer in detail. This is your chance to ask what changes you'd like to make to the terms and conditions and ask any clarifying questions about the role and the offer.

Seek advice from friends or family if needed to help you prepare for the conversation.

It's important to note the benefit of a recruitment consultant during the negotiation process. Talking about money and negotiating a higher salary package with your potential employer can be awkward or often challenging. Therefore, having a third party, like a recruitment consultant, representing you during this process is a huge advantage.



negotiate the offer

If you like the job and want it, but some elements don't align with your expectations, now is the time to negotiate to get what you want and deserve.

Things you might want to negotiate:

salary and bonus

Do your research online to find out what similar roles in the market are worth, or talk to a specialist recruiter at Randstad who can advise you in this regard. Be fair and reasonable during this negotiation process.

performance review process

Ask about the timing of the performance review process. You might be able to negotiate an early performance review (at 3 or 6 months) as a way to negotiate your salary if your potential employer isn't open to an outright increase in the salary offered.

additional benefits

Ask about included benefits such as health insurance, parking, or professional coaching and development programs. These benefits can all add up to a significant portion of your remuneration package if included.

superannuation

Another way to increase the salary package on offer, is to ask your potential employer to consider a higher contribution over and above the minimum required by law - to your chosen super fund.

flexibility

This is increasingly an expectation in most workplaces. However, if you have specific requirements regarding flexibility, for example when it comes to work hours, days or location (working from home, office or a combination of both), negotiate that as part of your offer.

end note

Ultimately, you may need to compromise a little with what you're expecting and what your potential employer can offer. But remember, compromise is part of life.

As long as you have the opportunity to negotiate what's truly important to you at this stage of the recruitment process, that will go a long way to getting you the best offer on the table.

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accepting a job offer.

If you've considered the job offer, you may be in a position to accept the offer. Congratulations.

To accept a job offer, consider the following:

- Accept the offer in writing.
- Ask about the next steps.
- Proofread your acceptance email before sending.





accept the job offer in writing

Once you've accepted the position, don't forget to let your future employer know how excited you are about the role. Your future employer will be as excited as you are about joining the company.

A personal thank you goes a long way, so a top tip is to send a personal thank you note to the hiring manager and the recruiter who helped you through the recruitment process and sent you the job offer.

ask about the next steps

- Do you require any background checks or other screenings?
- How will the onboarding process work?
- What tech will you be given, and when will it arrive?
- What do you need to know and do for your first day?

proofread your acceptance email

Whether you're a seasoned professional or new to the world of work, it doesn't hurt to run through your email a few times to ensure you've included everything you wanted to ask and to check for any spelling and grammatical errors.

This will ensure you make the best impression on your new employer and show how thoughtful and organised you are.

end note

Accepting a job offer is an exciting step, so be sure to celebrate and acknowledge what you have accomplished. This new job is the next step in your career journey.

Good luck.

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declining a job offer.

You've made it through the job application and interview process and received a job offer.

But what if the offer doesn't align with your needs and expectations?

Just because you receive a job offer doesn't necessarily mean you have to take it.

If you need to decline a job offer, you will need to consider the following:

- Be sure of your decision.
- Respond in a timely manner.
- Show your gratitude and appreciation.
- Provide a brief reason for declining the offer.
- Be open to staying in touch.





reasons for rejecting an offer

Reasons for declining a job offer can include the fact that you've tried to negotiate better pay and conditions, and the offer still didn't meet your expectations. You may have another offer on the table that better matches your career goals and pay expectations. Or, you simply reflected on the job offer and decided it isn't a good match for you based on other factors such as workplace culture.

Whatever the reason, when you find yourself in a situation where you need to reject a job offer, you should make the time to write a thoughtful rejection email.

You need to do this in a way that maintains the relationship you've built up with the hiring manager and company during the hiring process.

be sure of your decision

Before reaching out to the company to reject the offer, ensure you are sure. Take some time to consider if the job on offer best suits your needs, but don't procrastinate. Don't be afraid to contact the employer if you have any unanswered questions that may be holding you back from accepting the offer.

You can also consider negotiating aspects of the offer (if you haven't already) that might not be satisfactory, which your potential employer might be open to considering.

be timely

Declining a job may be tricky because you may feel that you don't want to be the bearer of bad news or disappoint the hiring manager. The best thing to do is to inform the company of your decision as soon as possible.

This will allow them to move forward with the hiring process and for you to either accept another job offer or keep searching for your next job. Generally, a job offer should be accepted or rejected within 24-48 hours unless otherwise agreed upon.

But when receiving the offer, a good tip is to ask for time to consider the offer by asking the hiring manager when they would like a response from you.



show gratitude and appreciation

It's important to remember that an employer dedicates considerable time and effort during the hiring process and before presenting their preferred candidate with a job offer. Therefore, it is essential to maintain a tone of appreciation and gratitude when rejecting an offer by phone or email.

Your tone should be professional but courteous. It will go a long way in leaving a positive and lasting impression on the company and maintaining a good relationship with the person who interviewed and presented the job offer to you.

provide a brief reason for declining

The motivation for rejecting an offer will vary. For you, it may be that the job doesn't fulfil your future career progression aspirations or because the salary doesn't meet your expectations. You don't have to provide too much detail about your reason.

Simply stating that this job offer is not suitable for you may be sufficient. Be sure to be clear and concise.

be open to staying in touch

Lastly, a great way to end the rejection letter or conversation is to let the employer know you're open to staying in touch with them. This is an excellent opportunity to build your professional network, but it's not essential. Otherwise, simply wishing them the best for their company's future endeavours is a respectful and sincere way to add closure.

end note

In the end, you might feel like there's a need to apologise for your decision. But don't worry - with a clear, polite and timely response, the employer will understand your intentions and be thankful that you kept them updated with your decision.

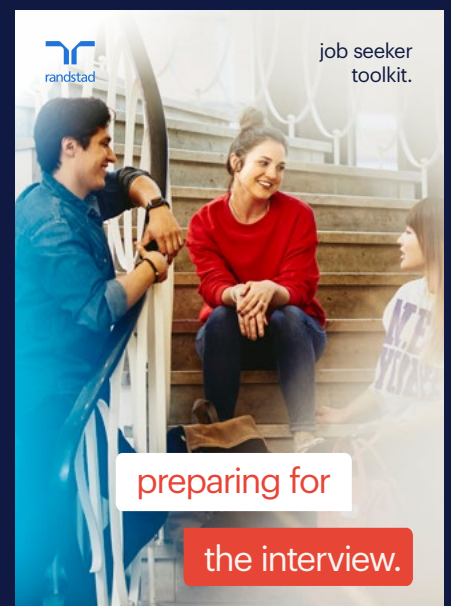
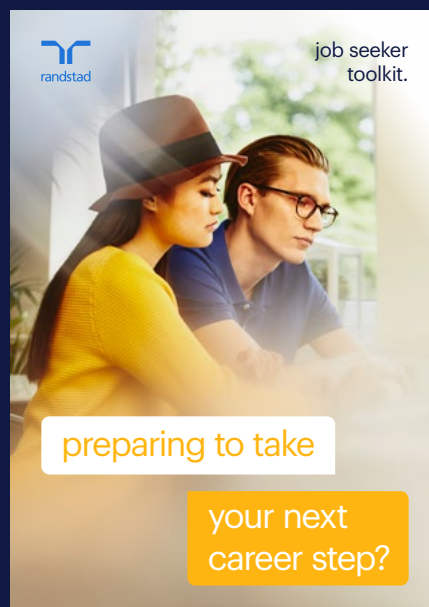
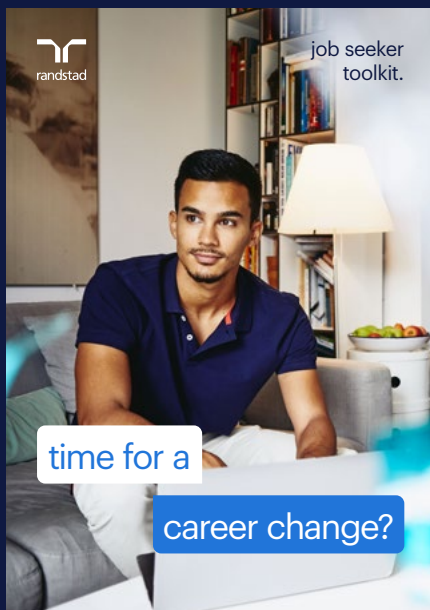


your next step.

If you're looking for your dream job, the Job Seeker Toolkit has everything you need to make your next move unforgettable.

From crafting your resume to tackling a challenging interview, these tried-and-tested tips will empower you to move into a new role with ease.

Make sure you explore each section in this four-part series in order to move forward in your job search.





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