



D3 Employment Offer Tips

Congratulations on receiving an employment offer, now what? Be sure it is the right opportunity for you. Referenced below are strategic D3 tips on how to properly evaluate and negotiate an employment offer.

Receiving an Employment Offer

Employment offers are usually extended verbally – either by the partner, department manager, the HR professional, or a recruiter. When receiving an offer, keep in mind:

- Be enthusiastic and professional. Express your genuine appreciation and interest in the available position.
- Ask for some time to consider the employment offer. Even if you know you will accept it, do not make a decision on the spot (rarely do employers expect you to do so).
- Ask for the details, and preferably, in writing (it is not always possible, so use your judgment). Details include the following:
 - Title and responsibilities,
 - Base salary, bonus (if any),
 - Sign-on bonus (if any),
 - Relocation allowance (if applicable),
 - Benefits package (health care, dental and vision plans, retirement plans, 401K plans, day care, vacation policy, maternity/paternity leave, professional association dues, health club membership, etc.).

Evaluating an Employment Offer

When deciding on an employment offer, it is often helpful to draw a line down the center of the piece of paper and list the Pros of the job offer on one side and the Cons on the other.

In addition to the financial package, consider the cultural fit between you and the organization, the career growth opportunities, amount of travel (if any), quality of life, professional mentorship and training.

After completing this exercise, you will probably have a strong sense of which direction you are heading in. Wait some time, and then imagine the phone call you would make turning down the job offer, and how you would feel afterwards. If you are envisioning a sense of relief, then you most likely should not take the job; if you are envisioning a sense of disappointment, then you should accept it. Trust your instincts!

Negotiating an Employment Offer

Should you negotiate your employment offer? It depends. Do your research after you receive the job offer, and try to find out salaries at similar organizations in the same job function. In addition to contacting your capable staffing specialists at D3, helpful sites to check out are as follows:

- Salary.com - the “Salary Wizard” options provides a benchmark for salaries by industry and zip code.
- CareerBliss.com - Quench your compensation curiosity with millions of salaries for all types of industries and jobs.

If your research shows that the employment offer is below industry standards, you probably want to negotiate. The window of opportunity for negotiating terms is after you have had time to consider the offer and before you accept the position, not at the time the offer is initially made.

General Rules of Effective Employment Negotiations

- First, decide on your bottom line (in terms of salary, benefits, etc.) in advance.
- If possible, speak with the hiring manager or a D3 staffing specialist. Speak in a business-like tone, staying calm and professional throughout the conversation. Try to use a non-adversarial, collaborative tone (i.e. “Might there be another way of approaching this issue that could bring us closer together . . . “). Remember—it is how you ask as much as what you ask for.
- Express your interest in and enthusiasm for the position and the organization. Reinforce your desire to be part of their team. Attempt to show how meeting your request(s) is in their best interest, given what you will be bringing to the firm/company.
- Negotiate the base salary first, and save the most difficult issues for last.
- Avoid getting into a conversation of specific salaries at competitor firms/companies.
- Always continue to sell yourself to a prospective employer.

Accepting an Employment Offer

After you have made your decision, D3 recommends allowing our representatives to notify the prospective employer by telephone and following up with an acceptance letter/email correspondence.

Please keep in mind that when you accept an offer for employment , you have a professional obligation to join that particular employer. Reneging on an offer (i.e., accepting an offer, changing your mind and then rejecting it) is both unacceptable and unprofessional; doing so damages your professional reputation, and the reputation of D3 Legal Search, LLC.

Additional D3 Information

For additional information and insight concerning employment offers, please consult with a D3 representative. As industry leaders in legal staffing, we pride ourselves on offering our expert commentary and analysis of a wide range of subjects affecting a candidates’ employment search. www.d3search.com