



Evaluating and Negotiating Your Offer

Use the table below to compare and contrast your offer which your needs. This is not intended to suggest that you should negotiate on all aspects of your offer but only to help you organize and think through what aspects of your offer and career are most important to you.

**This table has been adapted from UCLA's Career Preparation Toolkit (2016-2018)*

Offer Component	Current Offer/Job Information	My Needs
Base Salary	Salary offered:	Preferred Range:
Start date	Job Start date:	When you can start:
Additional Monetary Compensation	Offered:	Possible areas of importance: bonus, overtime, signing bonus, stock options, or others
Relocation, Commute, and Parking	Relocation expenses: Cost of living increase/decrease: Commute time: Parking:	Relocation costs: Cost of living increase/decrease: Commute time: Parking:
Paid Time Off	Do they offer Maternity/Paternity leave? Vacation days? Sick days?	What do you desire for Maternity/Paternity leave? Vacation days? Sick days?
Retirement Contribution	Retirement options:	My retirement needs:
Healthcare Coverage	Co-pay coverage?	Does the healthcare meet my needs?
Professional Development	Professional development offered or available:	Do you want: an annual financial contribution, funds for conference attendance, funds for a professional membership, certifications/trainings?
Education/Family Benefits	Opportunities provided:	Do you want: tuition reimbursement, financial help for children/family members, or daycare?

Flexible Work Schedule/Working from Home	Opportunities provided:	Do you want to be able to telecommute or have flextime?
Other		