

## Navigating Job Offer Priorities

A successful negotiation begins by figuring out what matters most to you in a job offer. Knowing your key priorities helps you evaluate whether the offer aligns with your needs. Take some time to reflect on your values, as this will enable you to effectively discuss important aspects of the offer when talking with the hiring organization.

Everyone has different preferences, so it's essential to identify the factors that are most important to you. You can start by making a comprehensive list of items and ranking them by importance. While the following table can be a starting point, feel free to add or adjust items to match your specific situation or needs. Remember that some listed items might not apply to your offer or industry.

Negotiation Item	Rank Order
Base salary	
Start date	
A signing bonus	
Relocation assistance	
Equity percentages or stock options	
Relocation to another branch or office	
Flexible hours or work-from-home days arrangement	
A performance bonus later in the year	
Home office set-up stipends	
Professional development or external training opportunities	
Expedite time for promotion evaluation	
Benefits (e.g., insurance, retirement plan)	
Dual career assistance (e.g., Spouse/Partner hire support)	
Visa sponsorship (e.g., H1B, Green Card support)	
Vacation & sick days	
Teaching load adjustment*	
Summer support (e.g., salary, research funds) *	

\* Items applicable to tenure-track faculty jobs