

BEST PRACTICES: CANDIDATE NEGOTIATIONS

Be transparent and list your salary target in the job posting. There is nothing wrong with disclosing your salary range to candidates, along with how pay is established and managed at the University. Transparency builds trust and helps in the screening process.

Be prepared for candidate negotiation. Determine in advance whether you have room for negotiation. If you can't negotiate on salary, consider whether you can offer a flexible schedule or relocation costs (if eligible).

Avoid asking about salary history. In many jurisdictions, doing so is illegal because it perpetuates salary inequities. In addition, it places the candidate in the uncomfortable position of deciding whether to answer. Instead, either ask the candidate for their salary expectations or ask how the salary range aligns with their expectations.

Never use a candidate's counter offer as a reason to remove them from consideration. If your unit decides not to revise its original offer, it can always reject the counter offer and notify the candidate that the original offer is still up for consideration.

Use the interview process to educate your candidate about the position, department culture, and the total value of their compensation. Encourage them to ask questions, which may reveal their concerns or expectations.

- When discussing the total value of compensation, consider:
 - Very few private-sector firms offer the option of a pension plan.
 - Increasingly, employers are offering only high-deductible health plans. The University offers a choice of plans, and pays 80% or more of the premium cost.
 - Qualified tuition reduction is an amazing benefit for employees and their families. And public service loan forgiveness may appeal to those with student debt.
 - The Childcare Choice and Sick and Back-Up Childcare programs are highly competitive benefits for families with children. These programs defray the cost of work-related childcare expenses and offer affordable temporary caregiver services.
- The [Compensation Calculator](#) on the Human Resources website may be a useful tool.

Stay in touch before the prospective employee's first day. Especially in the current job market, candidates may be having job conversations with other employers. To reduce the risk that a candidate will withdraw, be sure to engage the individual before they start working for you. You might consider a friendly call explaining what to expect, what to wear, how to commute to campus, etc., or a welcome card signed by coworkers. If your candidate is relocating, [Above & Beyond Relocation Services](#) provides free relocation counseling and information.