



Office of Career and
Professional Development
Student Academic Affairs

Develop Your Negotiation Strategy

Ray Care, PhD
Program Director, Researcher Team

Welcome!

While you wait, if you'd like, let us know:

1. What's one fear, concern, or question you have about negotiating?
2. Have you done a negotiation before?

Answer at:

pollev.com/raycare583

Hello from OCPD's Researcher Team!

Career Consultants



David Blancha, PhD
Assistant Director, PhDs



Ray Care, PhD
Program Director

Peer Advisors



Trase Aguigam

- PhD Candidate, Tetrad
- Intern, OCPD



Jaysón Davidson

- PhD Candidate, Pharmaceutical Sciences and Pharmacogenomics
- Intern, OCPD



Matt Arvedson

- PhD Candidate, Biomedical Sciences
- Intern, OCPD



Jocelyne Fadiga

- PhD Candidate, Tetrad
- Intern, OCPD

Upcoming stuff

- **November 7:** Visa considerations for private industry
 - Collaboration with ISSO
 - Will cover things we aren't addressing today
- **December 9:** Writing retreat and winter celebration
 - Supported focus time to make progress on a career-related project
 - There will be lots of food 😊

Questions? Come see us!

1:1 appointments



- 30 minutes on Zoom
- Private (not confidential)
- Career-neutral
- Client-centered

Office Hours



- Informal, drop-in
- In-person ones come with lunch
- Opportunity to chat with others
- Bring a friend!

**What's a fear, concern, or question
you have about negotiating?**

Answer at: pollev.com/raycare583

What's a fear, concern, or question you have about negotiating?

If I'm happy with the offer, isn't it unnecessary to negotiate?

I'm concerned about how I will be perceived or that I will lose the offer.

I know what to ask for but how do I say it in the right way?

Our goal today: *Develop confidence for negotiating*

- I. Understand the process and norms**
- II. Build your strategy**
- III. Practice using your strategy**

Materials for today's workshop:



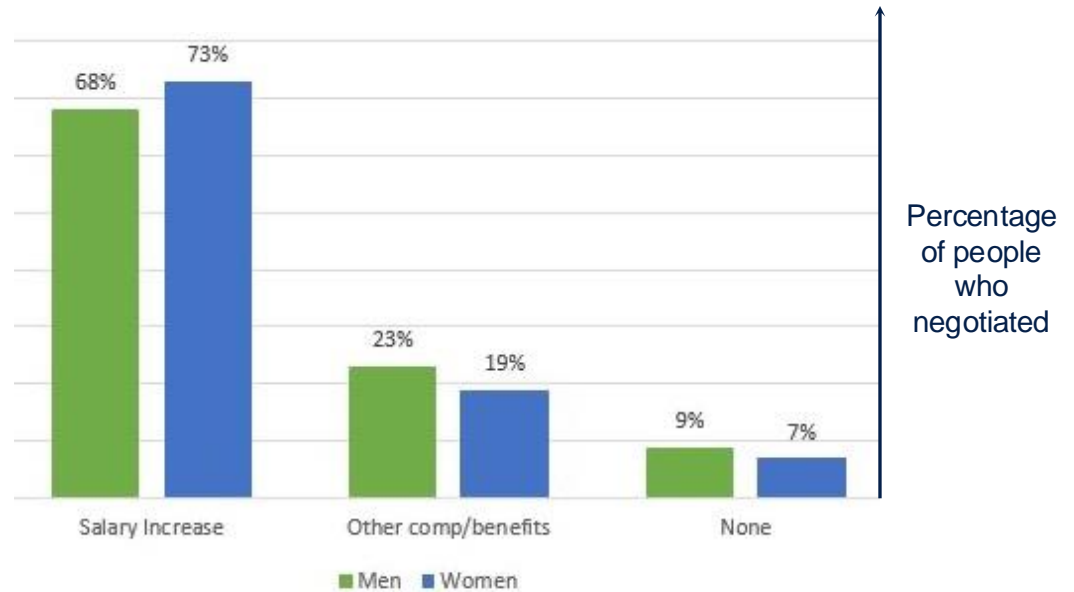
[career.ucsf.edu/events/
lunch-and-learn-develop-
your-negotiation-strategy](https://career.ucsf.edu/events/lunch-and-learn-develop-your-negotiation-strategy)

Norms of negotiating

Negotiating is expected

Negotiating is productive

When negotiating, women get a salary increase more often than men

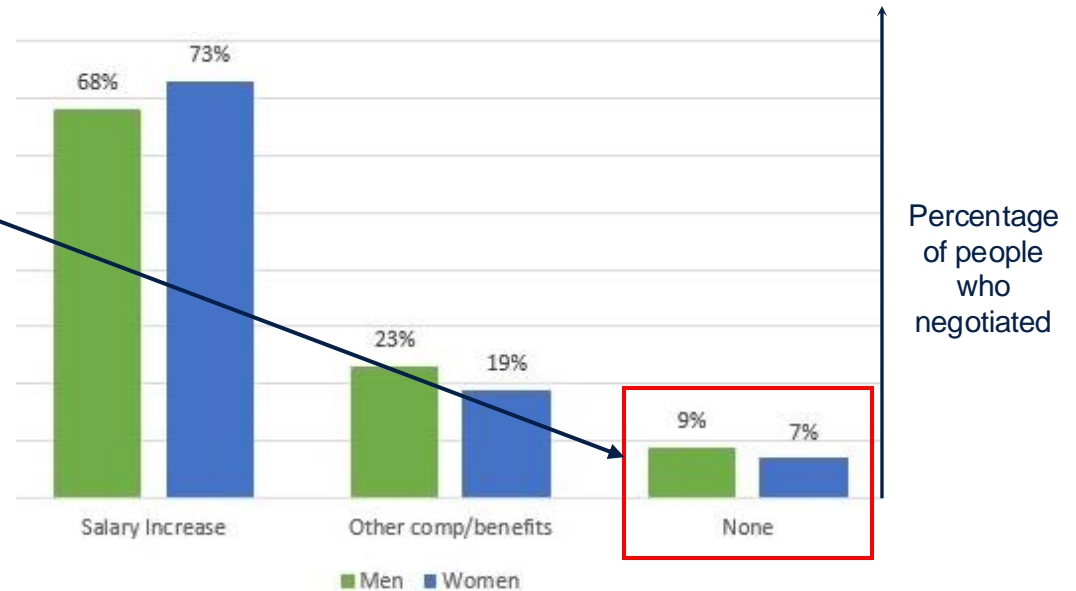


From Burch Works study of 700 data science and analytics professionals in 2019

Negotiating is productive

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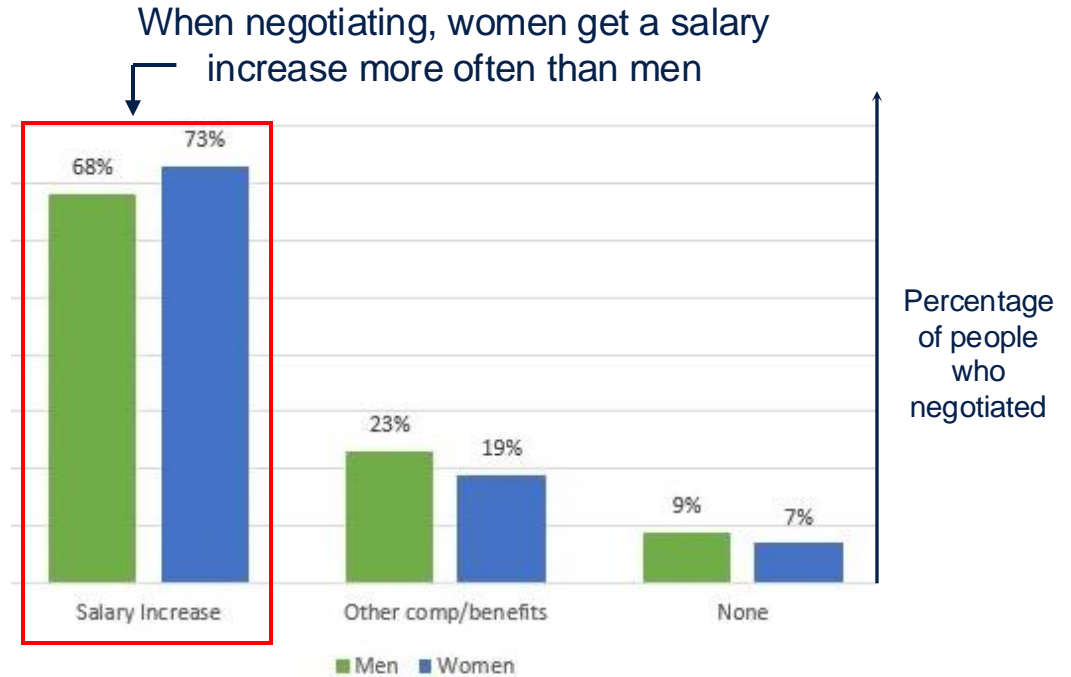
Most people who negotiate get something!



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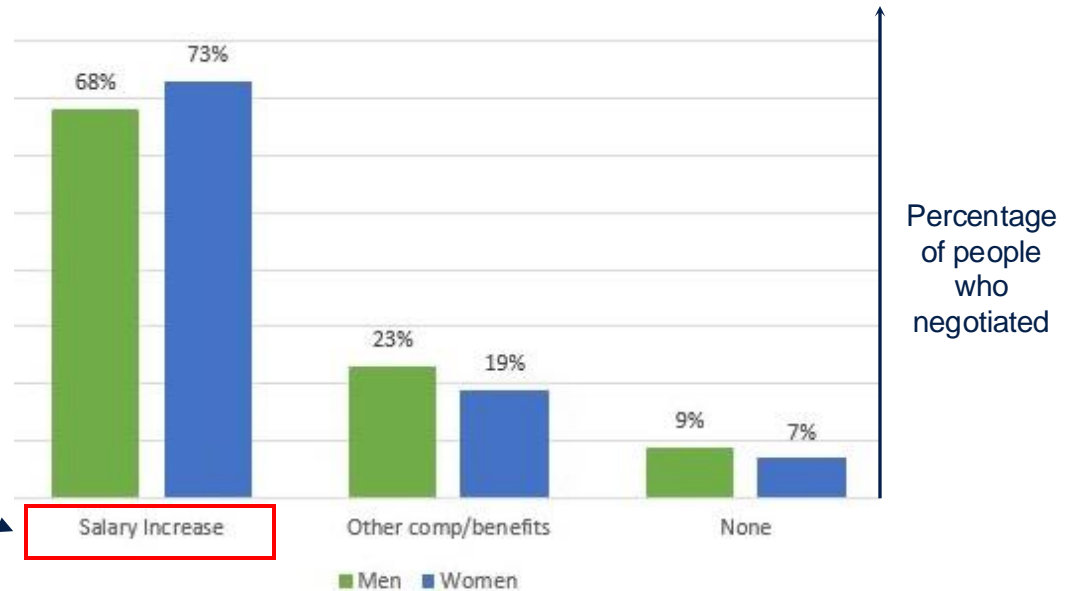
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Negotiating is productive

When negotiating, women get a salary increase more often than men

Most people who negotiate get something!

Most negotiations yield a 3-7% salary increase



From Burch Works study of 700 data science and analytics professionals in 2019

Negotiating is financially impactful

Negotiating salary drastically increases earnings over a career



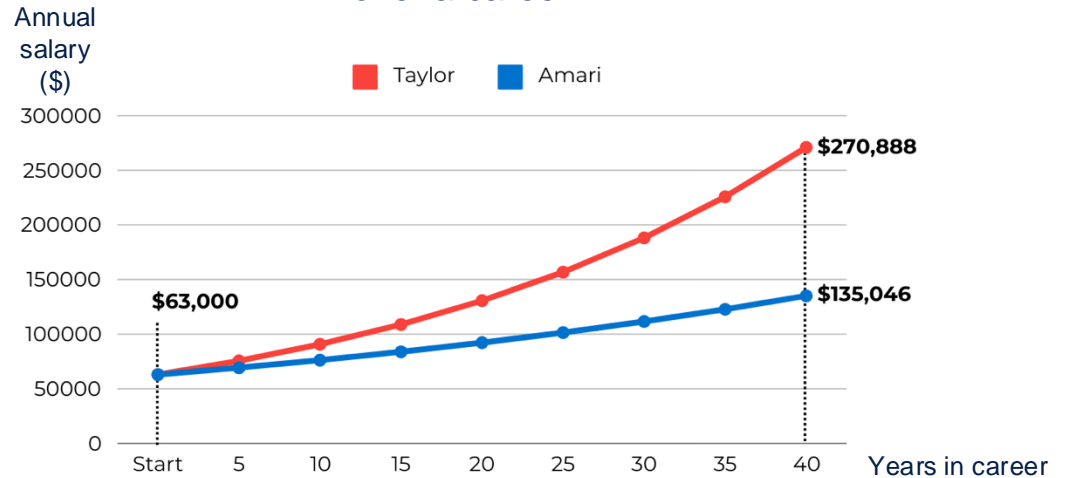
**After a 40-year career, Taylor has made
~\$1.7M more than Amari.**

*From Cultivated Culture article
published 26 April 2024*

Negotiating is financially impactful

A one-time 3-7% salary increase adds up over the years

Negotiating salary drastically increases earnings over a career



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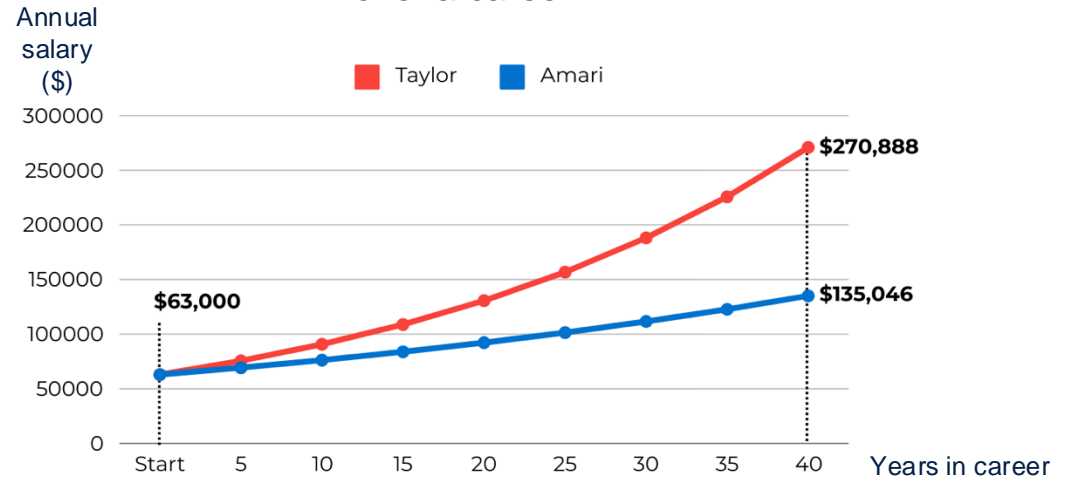
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A one-time 3-7% salary increase adds up over the years

A practice of negotiating at each opportunity adds even more

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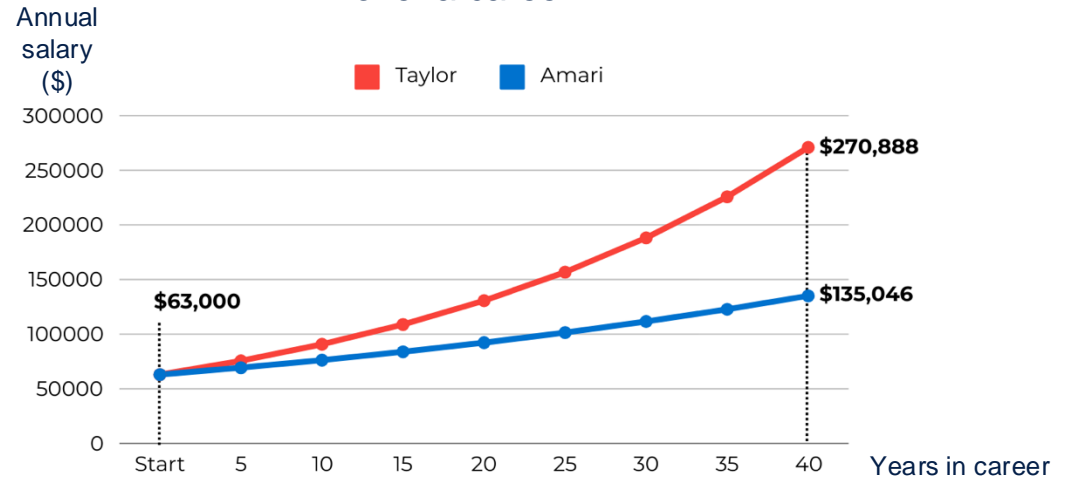
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Part of strategies to close the gender wage gap

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Negotiating is good for everyone else too

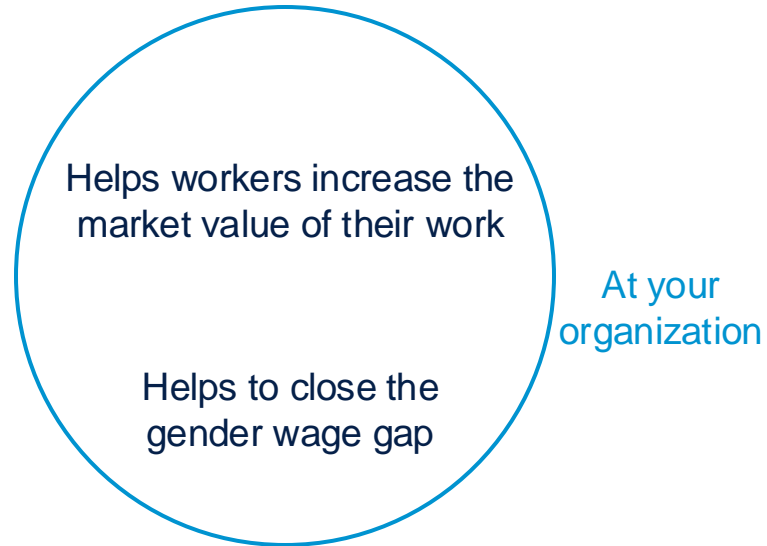
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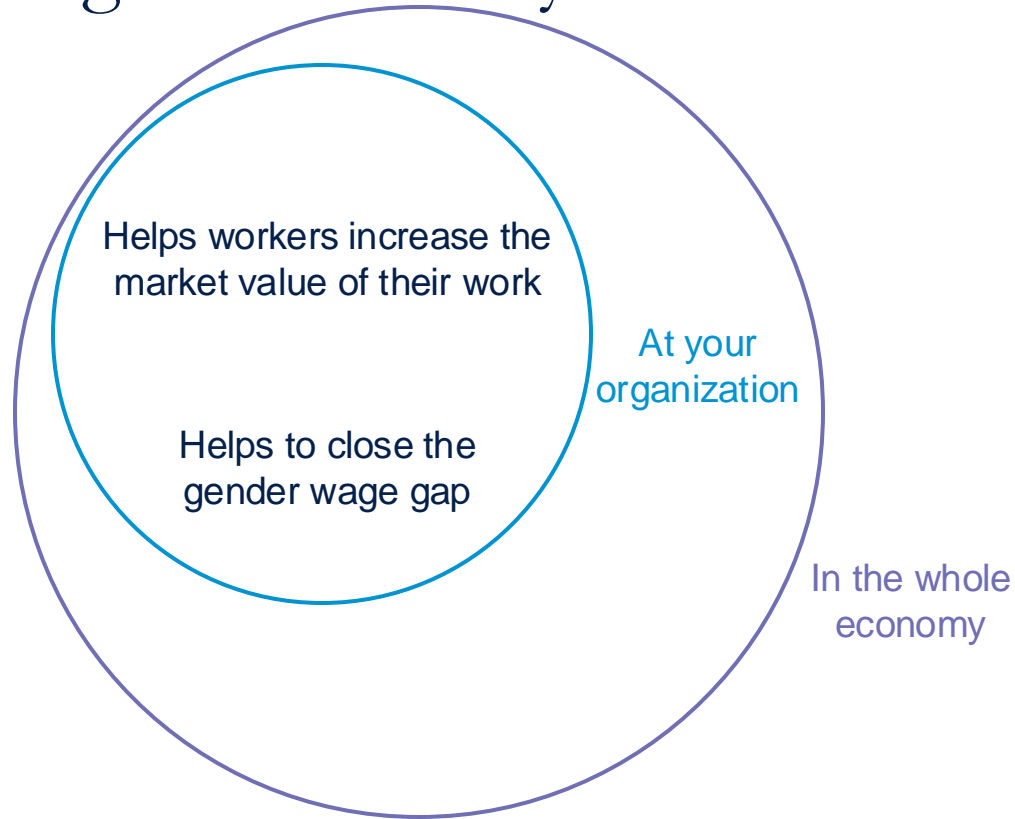
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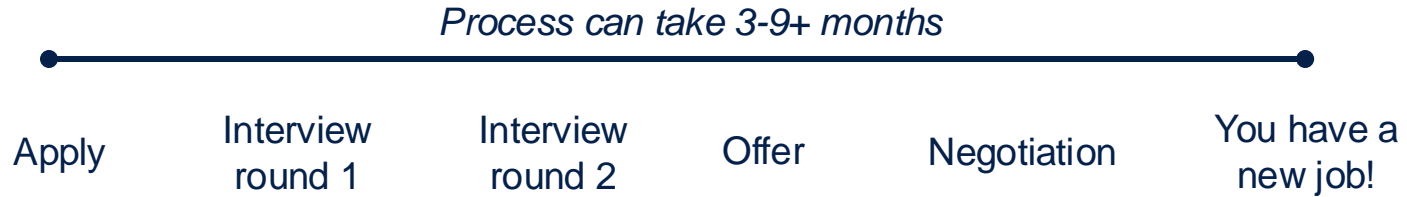


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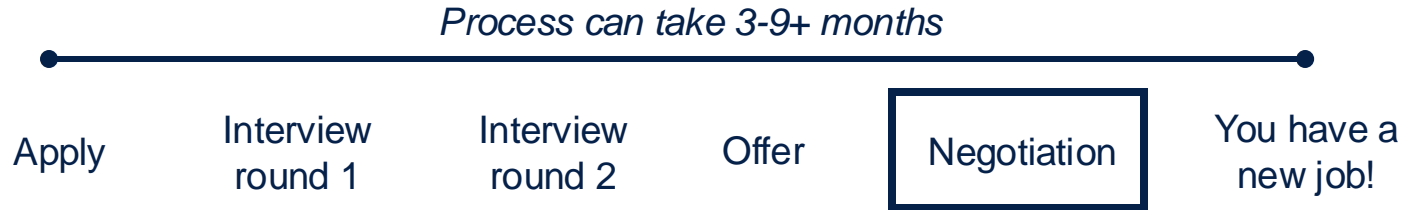


The negotiation process

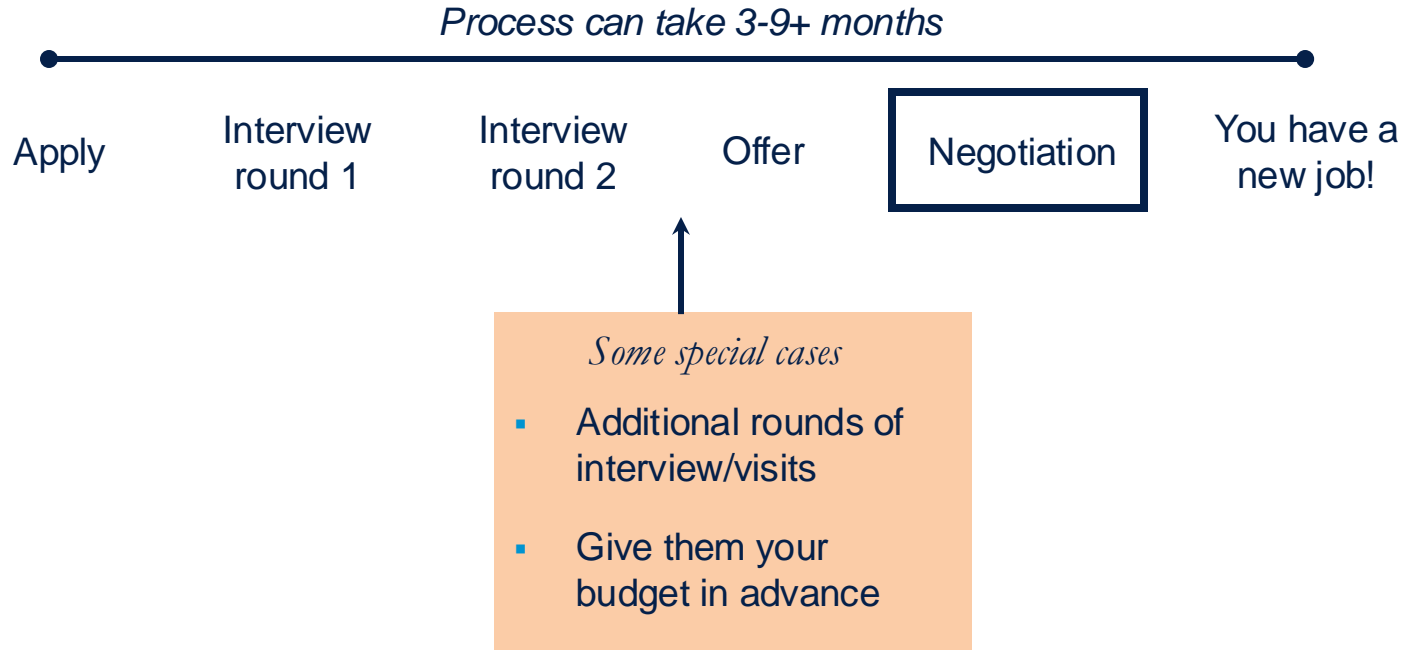
The job application process



The job application process



The job application process



The negotiation process

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a verbal offer

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You ask for
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Get final version in writing

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More negotiation conversations

Get final version in writing

You sign it!

The negotiation process

Process can take 1 week to 2+ months

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Process can take 1 week to 2+ months

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More negotiation conversations

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- 
1. Prepare what you will ask for
 2. Prepare for possible responses
 3. Practice

What are you negotiating for?

What you can negotiate for – *just guidelines!*

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→ You might not get it, but it's reasonable to ask

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Generally flexible:

- Salary
 - Review/increase schedule
- Start date
- Job title
- What else do *you* need?
 - Vacation specifics
 - Work schedule
 - Location, space, onsite
 - Access to childcare

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Often not flexible:

- Classification
- Benefits
- Vacation accrual rate
- Retirement

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↳ But you can still ask about them

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But you can still ask about them

Get it written down!

Some special cases

Faculty positions:

- Summer salary
- Salary % coverage
- Start-up funds
- Lab space and renovation
- Teaching/service load
- Position for spouse
- Changes to tenure clock

Start-ups / companies:

- Signing bonus
- Equity in start-up companies
- Stock options or grants
- Relocation package

MegaScience, Inc.

October 23, 2024

Dear Liying,

The skills, personal qualities and experience you would bring to our company would make a major contribution to our success. We would like to invite you to be a member of our team in the position of Scientist I.

If you join us, you will be an exempt, salaried employee and will be paid a base salary at the annual rate of \$92,000, less payroll deductions and all required withholdings. As an exempt employee, you will not be entitled to payment of overtime.

As an employee, you will also be eligible for standard benefits, including medical, dental and vision insurance fully funded by MegaScience, Inc. (MSI), sick leave, vacations and holidays. Details about additional benefits will be provided in an Employee Handbook, which will be prepared by MSI and made available for your review.

As incentive to join MegaScience, Inc., you will be granted an unvested option to purchase 35,000 shares of common stock of MSI. Twenty percent (20%) of the Shares subject to the Option shall vest one year after the vesting commencement date and no shares shall vest before such date and no rights to any vesting shall be earned or accrued prior to such date, and $1/50^{\text{th}}$ of the Shares subject to the Option shall vest in equal monthly installments for three (3) years thereafter, with such vesting subject to your continuing employment and eligibility.

As a condition of employment, you will be required to sign and comply with a Proprietary Information and Invention Assignment Agreement, which prohibits unauthorized use or disclosure of MSI proprietary information.

If you accept this offer, this letter and the Proprietary Information and Invention Assignment Agreement shall constitute the complete agreement between you and MSI with respect to the terms and conditions of your employment.

Please sign and date this letter, and return it to me by October 30, 2024, if you wish to accept employment at MegaScience, Inc. under the terms described above starting on November 6, 2024.

We look forward to your favorable reply and to a productive and enjoyable work relationship.

Sincerely,

Lincoln Parker
Co-Founder
MegaScience, Inc.

October 23, 2024

Dear Liying,

We are pleased to offer you a position with ScienceTalks as a Program Director. This position is 100% effort, exempt, and reports to Megna Gordon.

You would be compensated with an annual salary of \$92,000 and our complete compensation package, which you can learn more about through our [HR portal](#).

Your employment is tentatively scheduled to begin on November 6, 2024. This offer will remain open until October 30, 2024 - please sign and date this letter and return it to me by that date if you wish to accept this position.

Sincerely,

Megna Gordon
Director
ScienceTalks

Activity: What would you ask for?

Imagine you have been given this offer letter. Considering your current life situation and needs, what would you ask for?

- Categorize at least one ask as “**need to have**” and one as “**nice to have**”
- Write them down

Activity: What would you ask for?

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Start-ups / companies:

- Signing bonus
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Suggestions for real-life negotiating

- First decide if you would accept the job or not
 - DO establish your "need to haves" and "nice to haves"
 - DON'T negotiate if you won't take the job anyway
- This is your (last) chance to ask for stuff
 - DO get it in writing
 - DON'T be afraid to ask
- Calibrate your negotiation effort with how strong your need is
 - DO ask about things you really care about
 - DON'T ask about everything in the letter just to be thorough

How do you ask for it?

Use open-ended questions

“Would you consider _____?”

“Tell me about _____.”

“What kind of flexibility is there with _____?”

Use leverage, if needed

- A competing offer is best
- Anecdotal information is better than Glassdoor or Salary.com
 - More specific and accurate (taking into account geographic location, time in position, etc.)
 - Shows that you've done research and have a network
 - Crowd-sourced info on Reddit: “Biotech salary and company survey 2024”
- Justification is not required
 - In some cases it can help them make the case to whoever it's up to

Use leverage, if needed

Some special cases

Faculty positions:

- Your “leverage” is based in what you need to produce in order to be well-positioned for tenure
 - What level of productivity does the institution expect?
 - What do you need to attain this level of productivity?
 - If you don't get your asks, how will that impact your productivity?

Sample asks

“Well, my first question is about the salary. The letter you sent specified a salary of \$90,000. I’ve done some information gathering online and through colleagues in similar positions, and it seems as if the going rate for this sort of position, in the Bay Area and for someone with my background, is more in the range of the mid-90’s. Is there any flexibility in the salary level for this position that might bring it closer to this level?”

Sample asks

“Well, my first question is about the salary. The letter you sent specified a salary of \$90,000. I’ve done some information gathering online and through colleagues in similar positions, and it seems as if the going rate for this sort of position, in the Bay Area and for someone with my background, is more in the range of the mid-90’s. Is there any flexibility in the salary level for this position that might bring it closer to this level?”

introduction

Sample asks

“Well, my first question is about the salary. The letter you sent specified a salary of \$90,000. I’ve done some information gathering online and through colleagues in similar positions, and it seems as if the going rate for this sort of position, in the Bay Area and for someone with my background, is more in the range of the mid-90’s. Is there any flexibility in the salary level for this position that might bring it closer to this level?”

introduction

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introduction

leverage

question

Sample asks

A special case

Faculty positions:

I would like to discuss what is possible in terms of salary negotiation. While taking into consideration the range of salaries for faculty in the Department, I had hoped that the salary you offered would have reflected my previous 2 years' experience as an Assistant Adjunct professor at UCSF. During the two years following my postdoctoral appointment, as a junior faculty member at UCSF fully funded on my own grants, I have garnered a reputation as a rigorous scientist whose work has moved toward independence. My current UCSF salary is just over \$95,000 and I hope there may be a way to provide a boost in my salary commensurate with the elevation of my role, and well above the proposed salary.

Sample asks

A special case

Faculty positions:

I would like to discuss what is possible in terms of salary negotiation. While taking into consideration the range of salaries for faculty in the Department, I had hoped that the salary you offered would have reflected my previous 2 years' experience as an Assistant Adjunct professor at UCSF. During the two years following my postdoctoral appointment, as a junior faculty member at UCSF fully funded on my own grants, I have garnered a reputation as a rigorous scientist whose work has moved toward independence. My current UCSF salary is just over \$95,000 and I hope there may be a way to provide a boost in my salary commensurate with the elevation of my role, and well above the proposed salary.

introduction

leverage

question

Activity: Write down your asks

Write down how you will ask about your need-to-have and your nice-to-have.

- What open-ended question will you ask?
- What leverage will you use (if any)?
- Categorize your asks by topic and prioritize them from most to least important

Suggestions for real-life negotiating

- Make sure you don't sell yourself short
 - DO get feedback on your asks from other people (colleague, previous mentor, OCPD staff, etc)
 - DON'T prepare for negotiation alone
- Negotiation is more successful when it's live
 - DO try to do it over the phone or Zoom
 - DON'T try to do it over email - unless they say that's what they want

Negotiation strategies

Helpful mindsets for negotiating

Helpful mindsets for negotiating

- **They are not trying to cheat you**

Helpful mindsets for negotiating

- **They are not trying to cheat you** – they genuinely don't know what you need/prefer
 - They want to hire YOU
 - They want you to be happy

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 - Negotiate with integrity – if successful you will work with this person!

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- **You are partners, not opponents**

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- **You are partners, not opponents**
 - Being argumentative triggers defensiveness
 - Being curious triggers information-sharing

Conversational strategies

- It's a conversation – dialogue!

Conversational strategies

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- Get them to talk more than you do
 - Your goal is to gather information

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- When you get an answer that's not helpful, try leaving silence
 - 3 seconds is enough

Conversational strategies

- It's a conversation – dialogue!
- Get them to talk more than you do
 - Your goal is to gather information
- When you get an answer that's not helpful, try leaving silence
 - 3 seconds is enough
- Use “we” and “us” when talking about the future

Sample conversation

Olivia (candidate): Hello! Thank you for meeting with me today. I am so excited to talk about your offer and review the details about joining the organization.

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia (candidate): Hello! Thank you for meeting with me today. I am so excited to talk about your offer and review the details about joining the organization.

Maya (employer): Well, we think you are an excellent candidate for the position and would fit in well at our company. Given that, we hope you will accept our offer of \$98,000 a year plus benefits.

Conversation script from AAUW's Work Smart salary negotiation workshop

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Olivia: Thank you. I am confident I will bring value to the organization. However, according to my research, the market rate in the area for someone in this position with my demonstrated skill set is \$100,000–110,000 per year. Would you consider an offer within that range?

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Olivia: Thank you. I am confident I will bring value to the organization. However, according to my research, the market rate in the area for someone in this position with my demonstrated skill set is \$100,000–110,000 per year. Would you consider an offer within that range?

Maya: Hmm. Going above \$98,000 is close to the maximum salary I can offer for this position.

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: I appreciate that. However, given my experience reducing expenses and increasing revenue by 15 percent in my current position, I hope we can work together to come to a salary that reflects my qualifications.

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: I appreciate that. However, given my experience reducing expenses and increasing revenue by 15 percent in my current position, I hope we can work together to come to a salary that reflects my qualifications.

Maya: You are very qualified, and we are impressed with your track record. The best I can offer you is \$102,000.

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Maya: You are very qualified, and we are impressed with your track record. The best I can offer you is \$102,000.

Olivia: Thank you. I'm also interested in discussing what benefits are available.

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Sample conversation

Olivia: I appreciate that. However, given my experience reducing expenses and increasing revenue by 15 percent in my current position, I hope we can work together to come to a salary that reflects my qualifications.

Maya: You are very qualified, and we are impressed with your track record. The best I can offer you is \$102,000.

Olivia: Thank you. I'm also interested in discussing what benefits are available.

Maya: Sure. What are you looking for?

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: Do you offer funding for professional development that would enhance my work and increase my value to the organization?

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: Do you offer funding for professional development that would enhance my work and increase my value to the organization?

Maya: Yes, we can offer you up to \$1500 toward professional development annually.

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: Do you offer funding for professional development that would enhance my work and increase my value to the organization?

Maya: Yes, we can offer you up to \$1500 toward professional development annually.

Olivia: Thank you! This is a very generous offer. Can I please get this in writing and get you an answer by the end of the week?

Conversation script from AAUW's Work Smart salary negotiation workshop

Sample conversation

Olivia: Do you offer funding for professional development that would enhance my work and increase my value to the organization?

Maya: Yes, we can offer you up to \$1500 toward professional development annually.

Olivia: Thank you! This is a very generous offer. Can I please get this in writing and get you an answer by the end of the week?

Maya: Absolutely!

Conversation script from AAUW's Work Smart salary negotiation workshop

Anatomy of a negotiation conversation

The negotiation process

Process can take 1 week to 2+ months

They call with a verbal offer

You ask for it in writing

They send you a written draft of the offer


You ask to discuss the offer

You have a negotiation conversation

More negotiation conversations

Get final version in writing

You sign it!

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1. Prepare what you will ask for
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You open

You transition

You give overview

You make ask 1

They make response 1

You close

You follow up in email

Repeat as needed for # of asks

Starting the conversation

open

“First of all, I want to say again how thrilled I am to have received this offer.”

Starting the conversation

open

“First of all, I want to say again how thrilled I am to have received this offer.”

transition

“I do have a number of questions about the offer terms in the email you sent me.”

Starting the conversation

open

“First of all, I want to say again how thrilled I am to have received this offer.”

transition

“I do have a number of questions about the offer terms in the email you sent me.”

overview

“The topics I’d like to discuss include the salary, the start date, and the benefits.”

Sample conversation starters

A special case

Faculty positions:

open

Thank you so much for sending me the offer letter and for giving me such a generous amount of time to discuss the offer with my partner and with my advisors. As I mentioned when you first called to let me know that an offer would be extended, I'm extremely excited about the opportunity to join the Department of Biochemistry at Research University.

transition

I believe that our common interests are to ensure that my chances for scientific success, promotion, and tenure at Research University are maximized. So after careful consideration, I wanted to see if you have any flexibility on a few points that will impact my chances for future success.

overview

There are five requests and I've organized them by priority.

Activity: Prepare your opening

Write your opening statement

- Can you convey enthusiasm or excitement?
- What's one aspect of the job you're excited about?

Write your transition statement

- Express appreciation for their time / this phone call

Give overview of asks

- What do you want to talk about today? (your need-to-have and nice-to-have)

The negotiation process

Process can take 1 week to 2+ months

They call with a verbal offer

You ask for it in writing

They send you a written draft of the offer

You ask to discuss the offer

You have a negotiation conversation

More negotiation conversations

Get final version in writing

You sign it!



You open

You transition

You give overview

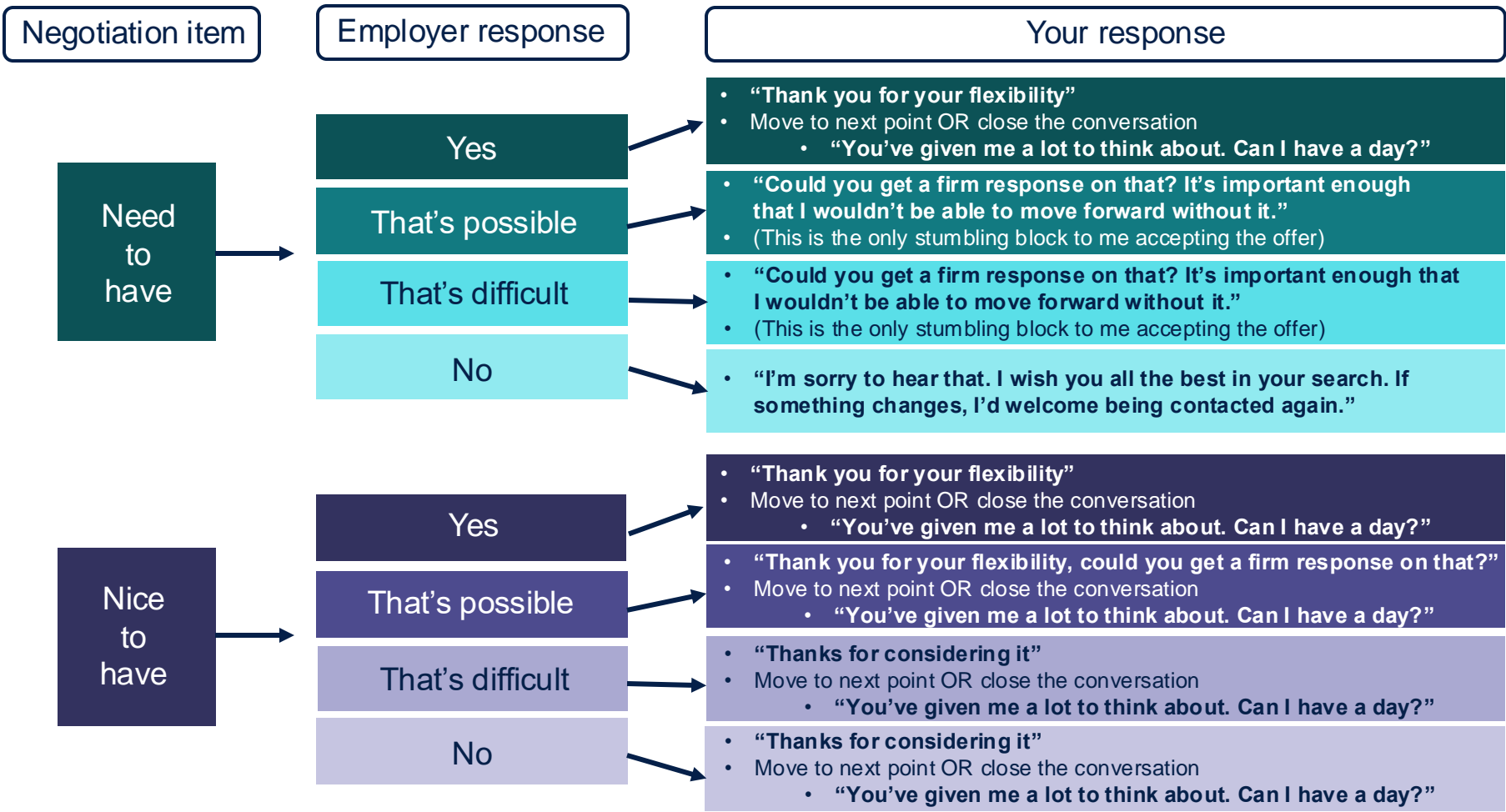
You make ask 1

They make response 1

You close

You follow up in email

Repeat as needed for # of asks



Activity: Practice!

Pair up with a neighbor and talk through the flow chart.

- Assign roles
 - Person whose birthday is earliest in the year = Negotiator
 - Other person = Employer
- Round 1: repeat 3x
 - Negotiator asks for their need-to-have
 - Employer chooses a response (yes / that's possible / that's difficult / no)
 - Negotiator responds appropriately
- Round 2: repeat 3x
 - Negotiator asks for their nice-to-have
 - Employer chooses a response (yes / that's possible / that's difficult / no)
 - Negotiator responds appropriately
- Then switch roles and repeat this process



Scroll to “**Materials**”
Open the **flow chart**

Suggestions for real-life negotiating

- You control the flow and pace of the conversation(s)
 - DO ask to stop whenever you want and set up the next call
 - DON'T negotiate if you're feeling overwhelmed, tired, or upset
- Take notes to avoid miscommunication
 - DO write follow-up emails to summarize the conversation and next steps
 - DON'T make assumptions

Navigating uncertainty

Hiring processes move at different paces



You can ask for more time



Our goal today: *Develop confidence for negotiating*

- I. Understand the process and norms**
- II. Build your strategy**
- III. Practice using your strategy**

**What's a fear, concern, or question
you have about negotiating?**

Answer at: pollev.com/raycare583

Questions? Come see us!

1:1 appointments



- 30 minutes on Zoom
- Private (not confidential)
- Career-neutral
- Client-centered

Office Hours



- Informal, drop-in
- In-person ones come with lunch
- Opportunity to chat with others
- Bring a friend!

Please answer our 1-click survey
Thank you

Answer at: pollev.com/raycare583



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