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How to negotiate a job offer

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updated 2016



AGENDA



Introduction

- According to a recent survey – **48%** of respondents said they were not comfortable negotiating
 - * 32% feared they would lose the job opportunity
 - * 22% felt they did not have negotiations skills
- Don't be afraid to negotiate – it is part of a process so that *both* parties can arrive at a *mutually beneficially* agreement

The negotiation process



- What are the work conditions that you want, or need, to have
- Determine the needs/interests of the employer



- Salary/conditions are discussed in person
- Normally occurs during the 2nd interview



- Take your time to think about it
- Evaluate the offer in its entirety before making your decision

The negotiation process

2nd
round

- The actual negotiation period
- Don't let it go on for too long

Decide

- Accept or decline the offer
- Obtain a written agreement or letter of intention

Know what you want

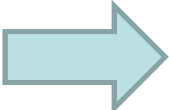
- What would be the ideal job offer by **your** definition?
- Salary, job duties that you enjoy, career development possibilities, opportunities to learn new skills, job location...
- *What else?*

Know what you want

- Early salary review
- Bonuses
- Work tools provided (ex. cellphone)
- Flex time
- Parking
- Vacation
- Pension plan
- Group insurance
- Reimbursement of car mileage or other expenses
- Stock options

What's your market value?

Candidates with a good understanding and confidence in their abilities know what they are worth in the job market

 Use your network

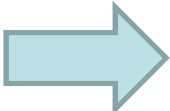
Who do you know working at the company or in the sector you are targetting?

What's your market value?

 Research the company

Are they growing?

Do they have significant market share?

 Find out the value of your skills and experience

Do research on websites that provide current market salary information

Useful websites

Réseau des Ingénieurs du Québec Remuneration survey

NOMBRE D'ANNÉES D'EXPÉRIENCE	GÉNIE MATÉRIAUX ET MÉTALLURGIE			GÉNIE MÉCANIQUE		
	MOYENNE	ÉCART-TYPE	NOMBRE DE RÉPONDANTS	MOYENNE	ÉCART-TYPE	NOMBRE DE RÉPONDANTS
	\$	\$	N	\$	\$	N
3 ans ou moins	**	**	4	58 800	16 000	105
3-6 ans	70 600*	20 400*	9*	66 900	11 000	111
6-10 ans	90 200*	51 300*	9*	79 700	14 700	168
10-16 ans	110 400*	19 600*	13*	90 700	18 500	172
16-22 ans	112 700*	42 900*	11*	109 300	30 800	173
22-28 ans	106 800*	16 900*	10*	120 700	35 100	142
Plus de 28 ans	158 400*	49 100*	20*	130 600	41 700	123

Téléchargez à : <http://www.reseauiq.qc.ca/fr-ca/career/remuneration-survey/>

Useful websites

Réseau des Ingénieurs du Québec



The screenshot shows a web browser window with the address bar displaying 'Accueil < Calculatrice de salaire'. The main content area has a red background with the title 'CALCULATRICE DE SALAIRE' in large white letters. Below the title, a paragraph explains the tool's purpose: 'Cet outil vous permet de calculer le salaire moyen d'un professionnel en génie en tenant compte de nombre d'années d'expérience et du type d'emploi occupé.' At the bottom, there is a white input field containing the text 'Année d'obtention du diplôme' and a white button labeled 'SUIVANT' with a right-pointing arrow.

<http://www.reseauiq.qc.ca/fr-ca/carrieres/calculatrice-de-salaire/>

Useful websites

Montreal Polytechnique

MOYENNES SALARIALES DES FINISSANTS DE L'ÉCOLE POLYTECHNIQUE

Finissants au baccalauréat aux trimestres - Automne 2014 et Hiver 2015

(Salaire de base lors de l'embauche, premier emploi après diplomation)

Génie	Salaires annuels		
	décile inférieur*	moyenne	décile supérieur*
	\$	\$	\$
Civil	42 100	51 400	58 900
Mécanique	46 000	53 700	63 000
Électrique	48 600	54 400	60 000
Chimique	50 000	54 200	60 000
des Mines	N/D	54 000	N/D
Géologique	N/D	50 700	N/D
Physique	N/D	47 000	N/D
Industriel	44 000	57 200	68 200
Informatique	54 000	58 300	62 000
Logiciel	51 300	55 200	60 200
Aérospatial	47 700	57 800	67 700
Biomédical	N/D	N/D	N/D

• www.polymtl.ca/sp/professeur_personnel/statistiques/salaires.php

Useful websites

Quebec Government

Secteur	Heures régulières hebd. de travail n	Échelles salariales		Salaires annuels	Salaires horaire	Rémunération globale ¹ \$/ heure
		MIN	MAX			
			\$			
Ensemble du Québec						
Niveau 1	37,9	47 907	60 829	57 798	29,21	40,64
Niveau 2	38,0	67 774	88 097	83 484	42,23	60,80
Niveau 3	37,6	86 008	111 161	109 884	56,06	80,67
Secteur public²						
Niveau 1	35,3	47 010	54 355	51 060	27,71	42,07
Niveau 2	35,8	73 423	94 881	89 924	48,08	76,11
Niveau 3	35,9	83 886	107 559	106 338	56,74	88,31
Secteur privé						
Niveau 1	38,2	48 016	61 620	58 475	29,36	40,52
Niveau 2	38,7	65 563	85 414	81 456	40,39	56,60
Niveau 3	38,3	87 075	112 986	111 282	55,80	78,01
Privé syndiqué						
Niveau 1	x	x	x	x	x	x
Niveau 2	x	x	x	x	x	x
Niveau 3	x	x	x	x	x	x
Privé non syndiqué						
Niveau 1	38,2	47 935	61 541	58 427	29,33	40,44
Niveau 2	38,7	65 334	85 084	81 229	40,23	56,28
Niveau 3	38,3	86 367	112 471	110 149	55,09	76,83
Privé, 200-499 employés						
Niveau 1	38,2	43 954	57 298	57 897	29,08	41,92
Niveau 2	39,0	62 131	83 762	77 757	38,20	52,71
Niveau 3	37,8	x	x	105 533	53,53	75,52

Téléchargez à: <http://www.stat.gouv.qc.ca/statistiques/travail-remuneration/remuneration-globale/globale-salaires/emplois-reperes/207empl.htm>

How to prepare for negotiations

Know what you want ✓

Know your value in the job market ✓

You prepare and position yourself for negotiations
during the interview

During the interview

- Be confident
Practice your answers before the interview
- Prepare, and be comfortable with, the justification for your job offer requirements. Provide *specific* information about your skills and experience that should be attractive to the employer

During the interview

- Give answers that highlight your value – do not undercut your eventual negotiating position

*Ex. Tell me about yourself :
Give examples or describe situations that emphasize your qualifications for the job*

*Ex. Why should we hire you? :
Explain what differentiates you (qualifications and experience) from other candidates*

During the interview

- Answer in a manner consistent with your negotiating position, sidestepping the specifics of a question when necessary.

Ex. If we offer you the same salary that you are currently making, would you accept the job?

Response: Salary is not my only consideration in a future job.

During the interview

- Don't give your current salary unless it is to your advantage

*Ex. If you are asked for your current salary.
Answer: I am currently looking for a job in the
range of 50 to 60 K*

- Present yourself in the best light.
Be enthusiastic about the job.

Should you negotiate?

- Consider the total offer and compare it with what you wanted
- Don't negotiate just because you think it is expected of you

Should you negotiate?

- Is there mutual interest?
Have you received a formal offer?
- Do you have a strong negotiating position?
Can you prove you are worth a better offer?
- Are you prepared to walk away from the offer?

Yes ✓

Should you negotiate?

- Are your objections relatively minor?
- Did you already accept their verbal offer?
- Have you been told this is their 'best and final' offer?

No x
(or think about it carefully)

Negotiable items

- Fixed and variable compensation (base salary, bonuses, premiums, plan participation...)
- Related benefits : company vehicle, cell phone, lap top, moving subsidy...
- Start date
- Qualification period for fringe benefits
- Payment of dues to professionnel organizations
- Probation period

Difficult to negotiate items

- Work week hours (37.5, 40...)
- Work schedule (flexible ??)
- Length of paid leave (according to seniority)
- Sick days
- Place of work (tele-commute)

Non-negotiable items

- Job status and level
- Anything covered under existing collective agreements

Negotiable items – Remember

Items that employers won't negotiate now,
because they don't know you yet,
they may agree to later on

Tips

Justify your requirements

Explain why you worth what you want

Present your requirements all together

Don't go piece meal

Indicate the relative importance of your requirements

Identify any items where you have no flexibility

No ultimatums!

And if you get an ultimatum, ignore it

Traps

- Ignoring the rules of basic courtesy
- Focusing only on salary
- Not knowing in advance the salary range offered by the employer
- Using email for negotiations – personal interactions are more effective

Completing negotiations

If you have one offer and you have decided to accept it

- Call the employer directly and tell them that you are happy to accept their offer
- Important - send follow-up email confirming your acceptance and thanking them for the opportunity

.

If you have a choice between more than one offer

- Inform potential employers that you have other offer(s) in hand
- When you have made your decision, call your chosen employer to tell them you are pleased to accept their offer (+ email follow-up)
- Only after you have received a written confirmation of employment, inform the other company(s) of your decision

Confirm your decision in writing

Ask for a contract or a letter of intention stating

- Salary
- Job conditions (especially negotiated items)
- Start date

Remember

- Know what you want and what you are worth
- Be prepared
- Be professional
- Importance of written confirmation