NEGOTIATION OPTIONS: THE JOB OFFER
Industry/Government

- **Appointment title or titles** (all special titles are typically renewable after five years)
- **Full or part-time status**
- **Units of assignment**: (for joint appointment, specify fraction of appt. in each unit)
- **Normal duties in the unit(s)**
- **Particular “other” expectations**
- **Team assignments**
- **Project management responsibilities**
- **Service expectations**
- **Starting date**
- **Starting salary** (stock options; additional contributions to retirement account)
- **Bonuses** (including signing bonus) and other options
- **Living expenses** (housing, temporary housing allowance, housing bonus)
- **Contributions to housing relocation expenses** (moving expenses, selling/buying costs; realtors’ fees, house hunting trips with spouse/family)
- **Benefits** (healthcare; dental; insurance; parental leave; spousal/domestic partner benefits; time off; adoption support; gym membership; educational assistance)
- **Benefit coverage for children**
- **Support for conferences** in your field
- **Support for advanced education** – tuition, time off, travel funding
- **Child care** - availability of child care resources and referral
- **Spousal job assistance or opportunities**
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **Mortgage** for a period of time
- **Travel or discretionary funds budget**
- **Facilities / Space** (amount and nature of the space commitment)
- **Office furniture and computer equipment** (including at home)
- **Parking availability, fees or commuting assistance**
- **Staff support** (assigned or shared)
- **Immigration and Naturalization assistance**
- **Equipment** (and/or space)
- **Reduced or free services**.
- **Stipends** or one-time non-base salary additions
- **Support for Center or Institute affiliations**
- **Administrative sabbatical**
- **Duty away from the site or out of country; expatriate support**
- **Consulting release time**
- **Date by which candidate should respond**
- **Time for candidate to resign from current position**
- **Relocation package repayment timeline** (if you leave the position)