



NEGOTIATING AN OFFER LETTER

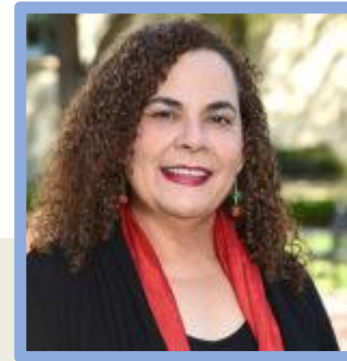
HUMAN RESOURCES TEAM



Alejandra Gaytan
Assistant VP for HR



Nidia Rivera
Assistant Director for HR



Virginia Ramirez
Payroll Coordinator



Alex Martinez
HR Specialist

CAREER & PROFESSIONAL DEVELOPMENT TEAM



Michelle Ponce
Director



Ro Lee
Associate Director



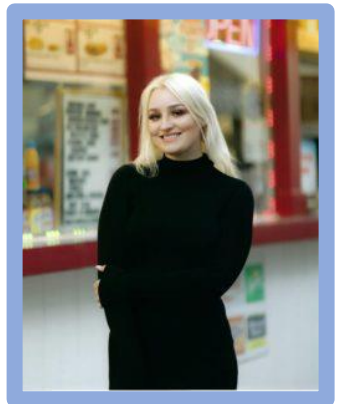
Rebecca Grim
Peer Career Consultant



Chris Varano
Peer Career Consultant



Angela Pelayo-Prescott
Peer Career Consultant



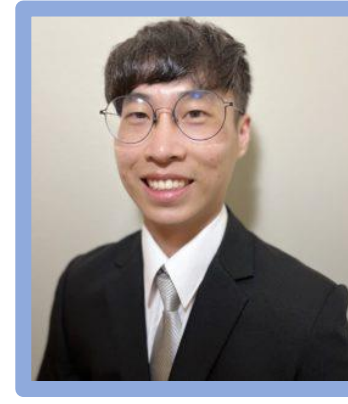
Ciara Hernandez
Campus & Industry
Partnership Specialist



Vaishnavi Mansabdar
Campus & Industry
Partnership Specialist



Kasturi Gavali
Data & Analytics
Specialist



Jason Sun
Data & Analytics
Specialist



Kaajal Sheth
Social Media &
Communications Specialist

AGENDA



Evaluate Offer Letter Content

Choose Your Strategy

Negotiate Terms

February 23, 2023

John Doe
Address line 1
Address line 2

Dear John Doe,

This letter will confirm our verbal offer of employment for the full-time position of XXXXXX in the XXXXX Office at Claremont Graduate University. You will report to XXXXX beginning, , 2023. Your monthly salary of \$0.00 will be paid on, or about, the twenty-sixth (26th) of each month. You will receive your first paycheck on, 2023, in accordance with our payroll guidelines.

As with any new position, there is an initial review period. At the completion of your first 180 days, you will receive a written performance evaluation. After this initial period, you will be evaluated annually according to our performance evaluation program.

Effective April 2024, you will be included in Claremont Graduate University's Academic Retirement Plan. In addition, at any time while you are employed at CGU, you may choose to make voluntary contributions to the Academic Retirement Plan (ARP). There are also several other benefits available to employees. To learn more about CGU and our benefits you have been scheduled to attend two orientations:

- New Hire Orientation with XXXX, on, 2023, at 9:00AM Join Zoom Meeting
<https://cgu.zoom.us/j/85895426136> Meeting ID
858 9542 6136
- Benefits Orientation, 2023, at 10:00AM in the (Administrative Campus | Center) which is located at 101 S. Mills Ave. in Claremont. Oak Room.

We are mandated by the Immigration Reform and Control Act of 1986 to obtain verification of the right to work from every employee hired after November 7, 1986. This requires documentation and identification to prove the right to work (i.e., U.S. passport, work visa, original social security card, photo ID). Please bring this information along with you on the date of your new hire orientation.

This letter is not intended to, nor does it create any employment contract for any specific term or duration between you and Claremont Graduate University. Your employment with Claremont Graduate University is at will and can be terminated at any time by either party with or without notice and with or without cause.

If you have any questions about the position or the benefits, please call me at 909-607-7816. We are delighted you have accepted the position and look forward to your joining the staff of Claremont Graduate University.

If the terms as outlined coincide with your understanding of the verbal job offer, please sign, and return the enclosed copy of this letter.

Sincerely,

AVP, Human Resources

I accept the position as stated above:

Signature

Date

Offer Letter Details
Full-time exempt position
Private Higher Education

Dear John Doe,

This letter will confirm our verbal offer of employment for the full-time position of XXXXXX in the XXXXX Office at Claremont Graduate University. You will report to XXXXX beginning, , 2023. Your monthly salary of \$0.00 will be paid on, or about, the twenty-sixth (26th) of each month. You will receive your first paycheck on, 2023, in accordance with our payroll guidelines.

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This letter is not intended to, nor does it create any employment contract for any specific term or duration between you and Claremont Graduate University. Your employment with Claremont Graduate University is at will and can be terminated at any time by either party with or without notice and with or without cause.

August 3, 2022

Offer Letter Details

Full-Time Professor Public

██████████@cgu.edu

Dear ██████████,

On behalf of ██████████ College, I am pleased to formally extend you this offer of employment. As you know, ██████████ College is committed to attracting and retaining the best and brightest in the workforce to support the mission of providing comprehensive educational opportunities and programs to enrich lives. I am excited you will become a valued member of our organization.

You are being offered the position of Faculty, Psychology beginning August 22, 2022 as a tentative start date and at an annual salary of \$██████████ per annual contract year. Your annual salary will be divided into 24 pay periods, with the first pay check being September 15th. Please note, as an employee ██████████ College, you are required to participate in a state sponsored retirement plan as the College does not participate in the Social Security System. We are required by law to provide you with the attached Form SSA-1945, which contains additional information regarding your earnings at ██████████ College. Please read this form carefully, sign it, and return as in the Action Required section below before your first day of employment.

Faculty members are issued contracts. This letter is not an employment contract. Upon acceptance of this offer, your name will be submitted to the Board of Trustees to ratify your appointment at a future Board Meeting. Once your appointment is ratified, you will be issued a contract for the remainder of the current fiscal year. Although there is no guarantee of continued employment beyond the contract term, employment contracts may be renewed upon appropriate recommendations, in accordance with ██████████ Board Policy. Accepting this appointment will make you subject to ██████████ Board Policies, Chancellor Procedures, and applicable state laws and policies. By accepting an appointment, you acknowledge and agree to uphold the College's purpose, mission, and vision (<http://www.██████████.edu/about-lsc.htm>).

This offer of employment is contingent upon completion and receipt of the following: (we cannot hire you without these items):

- Successful background checks, which can include but are not limited to criminal, educational attainment, and work-related references (*will receive separate email upon acceptance*)
- Signed SSA-1945 Form (*see attached and upload with your acceptance*)
- Copy of your Social Security Card (*upload with your acceptance*)
- Signed Retirement Questionnaire (*see attached and upload with your acceptance*)
- Copy of a valid state drivers' license or state issued ID card (*upload with your acceptance*)

ACTION REQUIRED: All required documents should be returned by selecting **Send to Recruiter** and checking the box next to each document with your acceptance within 5 business days of the date of this offer. If you do not select **Send to Recruiter** and check the boxes next to the documents with your acceptance your documents will not upload, and your acceptance will not be documented within the system. If you do not return your documents on or before your first day of employment, your offer will be void.

It is a pleasure to extend you this offer to join the ██████████ College team! Please click Accept to indicate your acceptance and acknowledgement of this offer and the outlined employment terms and conditions within five (5) business days of receipt. By clicking "Accept" you also acknowledge receiving Form SSA-1945 and understand that you must return this Form to Lone Star College by your first day of employment. Failure to do so automatically rescinds the College's offer of employment.

Sincerely,

██████████

Attachments: SSA-1945

██████████ College is an equal opportunity employer and a participant in the E-Verify employment verification program.

This letter is not an employment contract.



Celebrating 53 Years
of
Strengthening Families
with
Evidence-Based Programs

██████████

(909) ██████████

FAX (909) ██████████

www.██████████.org

Dr. ██████████

President & Chief Executive
Officer

www.██████████.org

Asking for Help is a Sign of
Strength®

California Parent & Youth
Helpline

CALL ██████████

October 24, 2022

Dear ██████████,

We are extremely pleased to offer you a position as Senior Research Associate with ██████████ Inc. at \$29 per hour as a Part Time, Non Exempt Hourly Employee beginning on November 1, 2022.

This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States and the receipt of satisfactory responses to professional reference and background checks.

Please sign this letter and email back.

You will be emailed a link to HR Cloud, which includes all mandatory employee documents that must completed within 48 hours of being hired. Please refer to the Employee Handbook regarding all Personnel Policies of ██████████ Inc.

Sincerely,

Dr. ██████████

President & CEO

My signature affirms that I accept these terms.

Print Name

Signature

Date

Offer Letter Details
Part time Hourly Non-Exempt
Private
Senior Research Associate

03/30/2023

California

Dear ,

On behalf of , we are pleased to offer you the position of Administration within the Research Administration Department and reporting to the Executive Director Research Operations.

Hire Date

We anticipate your first day of employment to be 05/08/2023.

Rate of Pay

This Regular, Full time exempt position will be paid a bi-weekly salary based on a rate of \$70.26 per hour and has regularly scheduled Day – 08hrs shifts.

Pay Differential

This position is eligible for the following pay differential(s):

Hybrid Allowance: \$20.76 Bi-weekly

General Hospital Orientation

On your confirmed start date, you will need to attend General Hospital Orientation from 8:30 a.m. – 5:00 p.m. Dress attire is business casual.

Clinical Positions

You may have additional Clinical Orientation and/or training Tuesday-Thursday during your first week of hire. Please contact your Hiring Manager for details.

Benefits

Full-time and part-time associates are eligible for benefits effective the first of the month following 30 days of employment. You will receive benefit enrollment information during General Hospital Orientation.

Background Check

You will receive an email from with a link to complete information online and provide an electronic signature as your consent to the background check. It is important to do this right away, as your background check will not get started without it, and it could delay your start date. Failure to successfully complete the background check process may result in the revocation of your offer.

Apr 6, 2023 12:49 PM

Offer Letter Details
Full-time Salary Exempt
Private
Manager, Health Sciences

New Hire Paperwork

You will receive an email containing a link to your new hire portal. Please complete the onboarding paperwork electronically.

Pre-Placement Appointment

Your pre-placement appointment must be completed no later than seven (7) days prior to your start date in order to ensure there is enough time for clearance. Please self-schedule this appointment through the link emailed to you within 24 business hours of accepting your offer. For this appointment, you will report to , CA . You may park in the Visitor Parking Garage adjacent to the Tower. Please park on Level 3 or above and bring your parking ticket with you for validation.

Please review carefully and present the following items at your appointment:

1. Immunization/Vaccination Records
2. Completed forms on your portal

You may also fax or email your records to associate prior to your appointment.

Your pre-placement appointment includes a pre-employment vision and hearing test to ensure you can perform the essential functions of your job with or without reasonable accommodation. Once completed, you will receive instructions to immediately visit blood draw and testing for the presence of illegal drugs.

Employment Contingency

Your employment is contingent upon successful completion of the new hire process, which includes background check, reference verification, pre-placement clearance (including drug/alcohol test) and new hire paperwork assigned electronically. In addition, all elements of the new hire process must be completed for you to attend orientation and/or begin work.

Your employment with the hospital is on an "at will" basis. This means that either you or the hospital may terminate the employment relationship, with or without notice and with or without cause, at any time. Neither this offer of employment nor its acceptance creates an employment contract.

As an employee of Hospital of County, you agree to continue to abide by our Standards of Conduct and iCare Principles which support our values.

We are looking forward to working with you, and I am confident that this position will prove highly rewarding.

Best,

Human Resources Representative

@c

+1 (714)

Apr 6, 2023 12:49 PM



April 20, 2023
Jamie Aplicant
5541 Resume Road
Main City, CA 90078

LOGO Limited.
321 Logo Lane
Logoland, LO, 00001

Dear Jamie Aplicant,

LOGO is pleased to extend to you an offer of employment for the position of POSITION NAME at an annual salary of \$85,000. Also included in this employment offer are the following:

- **Employee Benefit Plans:** Eligibility for medical, dental and vision care insurance and flexible spending accounts for health and dependent care in accordance with standard LOGO plans and revisions thereof.
- **401(a) Pension Plan:** Eligibility for participation in accordance with the standard LOGO plan eligibility requirements and revisions thereof. LOGO contributes 4 % of your base salary into this plan, upon becoming eligible.
- **403(b) Tax Deferred Annuity Plan:** Eligible to participate in LOGO 403(b) Tax Deferred Annuity Plan, in accordance with plan requirements and revisions thereof.
- **Life & Long Term Disability Insurance:** Eligibility for company-paid benefits such as life insurance and long term disability subject to applicable waiting periods and in accordance with plan requirements and revisions thereof;
- **Paid Vacation:** 2 weeks annual paid vacation – earn 10 hours vacation for every month worked;
- **Paid Sick Leave:** earn at the rate of 6.67 hours per month worked. Also, eligible to use up to 40 hours per calendar year of earned sick pay for personal time off.
- **Paid Holidays:** 13 paid holidays per calendar year.

Your medical, dental and vision benefits will become effective on the first of the month following your date of hire. If you have any questions relating to your benefit coverage, please contact HR MANAGER (909) 123-4567.

LOGO is an “at-will” employer. You are an at-will employee, which means your employment may be terminated at any time by you or LOGO with or without notice, and with or without cause. Other terms and conditions of employment can be changed at the discretion of LOGO. At-will employment with LOGO cannot be changed except through a written agreement signed by the President of LOGO.

This offer of employment described above is contingent upon the successful completion of all background, drug, and health screenings required for the position as well as providing documentation of your right to work in the United States. This offer of employment is also contingent upon your providing documentation of being fully vaccinated against the SARS-CoV-2 virus.

Please sign and return this letter to HR MANAGER in Human Resources. It can be returned via either fax (909) 123-5678 or email (scanned copy to HRMANAGER@LOGO.org). Upon receipt of this letter Human Resources will provide you with an authorization form to commence your pre-employment screenings.

We look forward to having you join our team!
Sincerely,

Etienne Bosse
Hiring Manager
LOGO Limited

I agree to LOGO's offer of employment as described in this letter. I understand my employment with LOGO is considered “at-will,” meaning that either the LOGO or I may terminate this employment relationship at any time with or without cause or notice.

Signature: _____

Date Signed: _____

Name Printed: Jamie Aplicant

Offer Letter Details

Temporary Summer

Two-Month Assistant

\$40.87 Per Hour

Federal



April 10, 2023

PERSONAL AND CONFIDENTIAL

Email: [REDACTED]@gmail.com

Re: Offer of Employment as HR Assistant

Dear [REDACTED],

On behalf of [REDACTED], I am pleased to extend you this offer to join our Service Center. We are committed to bringing a new standard of dignity and performance to the health care industry, and that commitment can only be achieved with top-caliber people. We believe you are such a person, and hope you will accept our offer on the following terms and conditions:

Position: HR Assistant

Date of Hire: TBD

Salary: \$38.75 hourly; paid semi-monthly

As a full-time employee, you are eligible to participate in the benefit programs described on page three of this letter. You may visit www.enservicesbenefits.com for more detailed information on all benefits available to you. In addition, a personalized benefits packet will be mailed to your home address in advance of your benefits election deadline. You must make your benefits elections or waive benefits within 30 days of your date of hire.

All prospective employees are subject to a criminal background check and employment reference verification. This offer is conditional upon your successful completion of these processes. Convictions or negative actions involving misconduct against vulnerable victims, sexual and drug crimes, and fraud, theft or any other crimes of a financial nature or employment reference information that we consider contrary to our employment policies and practices may disqualify you from employment or continued employment. You will receive an email from our background screening vendor, Accurate Background ("Accurate"), inviting you to complete an electronic authorization in order for a background check to be performed. Feel free to contact the HR Admin Team at the Enservice Center Human Resources Department at (999) 910-0001 if you have any questions about the pre-employment screening process or if you do not receive an email from Accurate to initiate your background check.

Enservices is an at-will employer which means that either you or ESI may terminate your employment at any time and for any reason or no reason, with or without cause. While our hope is to maintain a mutually rewarding professional affiliation, there is no agreement express or implied between ESI and its employees for continuing employment. No promises or representations contrary to the at-will nature of your employment are binding on ESI unless in writing signed by the President. Although some benefits or policies are subject to change, the at-will nature of your employment cannot be altered.

On behalf of everyone here, we are very excited at the prospect of having you join us and look forward to a mutually rewarding association. As confirmation of your acceptance, we ask that you sign, date and return a scanned copy of this letter to Carlie Monrejo (Monrejo@enservices.net) as soon as possible and retain the original for your records. After five days this offer will expire unless you contact me directly with a request for additional time for consideration. Of course, if you have any questions about this offer letter or the position, please do not hesitate to contact me.

ENSERVICES, INC.

Emily Juprosork
HR Manager

Please confirm your acceptance of this offer by signing below, which indicates that you have read and understood the terms and conditions set forth on pages of this letter:

_____ Date

Offer Letter Details

Full-time Hourly (Non-Exempt)

Private Company

Human Resources Assistant



Offer Letter Details

Full-time

Hourly Non-Exempt

Private

Human Resources Expert

04/11/2023

Dear [REDACTED]

We're thrilled to invite you to join the Target team as a Human Resources Expert starting 04/25/2023. Working at Target means not only being a part of a Fortune 50 company and one of America's leading retailers—it's a chance to care for and invest in our communities. Here, we value people, nurture relationships, and create equitable growth opportunities for all. It's how we care, grow, and win together as one Target team.

Your starting hourly rate will be \$[REDACTED] which is subject to applicable withholdings. As a team member, you're also eligible for the 10% Target discount, plus an additional 20% off a selection of wellness products such as fruits and veggies, healthy foods, activewear and tobacco cessation products.

Please note, Target may update the terms of this offer, including, but not limited to, the specific job duties, compensation and start date, based on business needs.

This offer is contingent upon the successful completion of our pre-employment process which must be completed prior to orientation, and may include:

- A background check (if applicable)
- A drug test within 24 hours of acceptance of your conditional job offer (Only for applicable roles – you'll receive additional steps from Accurate Background)
- For Minors: Completion of any state required work authorizations/work permits as you will need to provide applicable documentation on the date of orientation
- Confirmation of prior employment status with Target (if any)
- Meet any state or local licensure or other legal requirements related to the position (if applicable)

Action Required:

Log into your [Candidate Home](#) page to accept or decline your offer within 24 hours of receiving this communication to keep the hiring process moving. If you have any questions regarding the details of your offer, please contact the store and ask for Human Resources (HR).

After Target receives information that you have accepted your offer, the pre-screening process will begin. Once the pre-screening process begins, you will need to provide some additional information. When we are ready for this information you will have a task to complete on your Workday Candidate Home page which will be available to you usually within 30 minutes of accepting your position. We will send you an email as a reminder, however, you don't need to have that email to take action, just watch your Candidate Home page for a task called "Complete your Target Pre-Employment Screening Task". If you are unable to complete these necessary actions on a computer or mobile device, contact the store and ask for HR. Complete this step as soon as possible - within 24 hours from receiving this communication - as you cannot attend orientation until screenings have been completed. Additionally, complete the [WOTC questionnaire](#), if you have not already done so.

Your conditional job offer depends on passing the above applicable pre-employment screenings, and you will be contacted if there are any issues with these results.

Orientation Information: 04/25/2023 10:00 AM | Meet at Guest Services/Front of Store

Your first day of work will be on your orientation date. When you arrive for orientation, you must bring acceptable documents that establish proof of your identity and employment eligibility in the United States, otherwise your orientation will be rescheduled. You will not be able to start work until you bring acceptable documentation to complete Form I-9. Review the List of Acceptable Documents found in your [Candidate Home](#) page. Bring with you one document from List A, OR one document from List B and one document from List C, which will establish proof of your identity and employment eligibility. If you have any questions about what documents to bring, contact the store and ask for HR.

Additionally, Please bring your bank account information to orientation to enroll in direct deposit/electronic pay.

Target Human Resources

+1 (650) [REDACTED]



California Association for Alcohol/Drug Educators

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Amber Faille
Secretary

Angela Stocker
V.P. Northern Area

Gus Fierro
V.P. Southern Area

Gary Knepper
V.P. Central Area

Garett Staley
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David Likens, CEO
Angie Pelayo-Priscott
Administrative Director

Legislative Consultant
Paula Lee

April 11th, 2023

Dear [REDACTED]

Congratulations! The California Association for Alcohol/Drug Educators (CAADE) would like to formally offer you the position of Office Administrator at [REDACTED] per hour starting April 17, 2023, *Full Time*. Per our conversation, you will be trained on a Part-Time basis and then moved to a Full-Time status as soon as you feel trained and ready! We are so grateful and excited to have you join the organization.

CAADE's paid holidays that fall on a regular workday include the following: Christmas, New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving (including the Friday following Thanksgiving).

In addition to the above paid holidays, each permanent employee is entitled to up to five (5) paid personal time off days (or 40 hours).

CAADE is a non-profit 501C3 tax-exempt public benefit corporation. CAADE is committed to providing the accreditation standards needed in the field of addiction studies education and quality training and support to its members.

CAADE extends congratulations to you, and we look forward to working with you.

Sincerely,

David Likens

Angie Pelayo-Priscott

J David Likens, JD, MBA, MSW
Executive Director

Angie Pelayo-Priscott
Administrative Director

Offer Letter Details

Part time Hourly Non-Exempt

Private

Senior Research Associate

4195 N. Viking Way Unit 270, Long Beach, CA 90808
Phone: 707-7-CAADE-1 (707-722-2331) • email: Office@caade.org
Fax: 562-275-3494 Website: caade.org

AREAS OF NEGOTIATION | TOTAL REWARDS

Salary & Bonuses

Benefits

Vacation Time

Flex Schedule

Remote Work Options

Retirement

Tuition Reimbursement

Pre-Schedule Vacation

Work Schedule

Career Development

IMPORTANT TERMINOLOGY

Position Title *(can be negotiated)*

Supervisor

Full-time / Part time

SALARY NEGOTIATION

Base Salary

- Market value
- Experience
- Education
- Range
- Cost of living
- Walk-away number
- Taxes

(location based remote considerations)

Pay Date

- Bi-weekly | Monthly
- On specific date or designated time

Additional Considerations


- Relocation costs

Exempt | Nonexempt

- Wage and hour regulations
- Overtime
- Breaks
- Minimum wage

COST OF LIVING

- Rent or mortgage | Utilities
- Income and property taxes
- Internet | Cell phone service
- Gas or public transportation
- Groceries
- Car payment
- Childcare
- Health insurance premiums

InsuranceMortgageCredit CardsLoansFinancial Planning

Cost of Living Calculator

How far will your salary go in another city? Compare cost of living between U.S. cities and the national average with our comprehensive calculator. Determine how much more or less you need to maintain a similar standard of living. Compare housing, food, utilities, transportation, and other cost of living numbers across cities.

MY DETAILS

Currently live in






San Francisco, CA

Considering moving to






Annual income

\$50,000

Best Mid-Size Cities to Make a Living

Durham, NCSpringfield, ILHuntsville, ALDes Moines, IARochester, NY

Top Cities That Have Recovered Leisure and Hospitality Jobs

Myrtle Beach, SCHarrisburg, PALas Vegas, NVOrlando, FLAsheville, NC

RETIREMENT PLANS



401k Qualified profit-sharing plan that allows employees to contribute a portion of their wages to individual accounts.

403b Offered by public schools and certain 501(c)(3) tax-exempt organizations. Employees can contribute to individual accounts. Employers can also contribute to employees' accounts.

Traditional IRA Make tax-deferred investments to provide financial security when you retire.

Roth IRA Post taxed monies invested for retirement.

SEP IRA Employers may contribute to traditional IRAs (SEP-IRAs) for employees. Open to businesses and self-employed.

Simple IRA | Savings Incentive Match Plan for Employees
Employees and employers contribute to traditional IRAs for employees. Suitable for small employers not sponsoring a retirement plan.

HEALTH BENEFITS



Health & Dental Insurance | Well-being & Mental Health Support

Current medical needs

Chronic condition management should be calculated

BATNA

BEST ALTERNATIVE TO A NEGOTIATED AGREEMENT

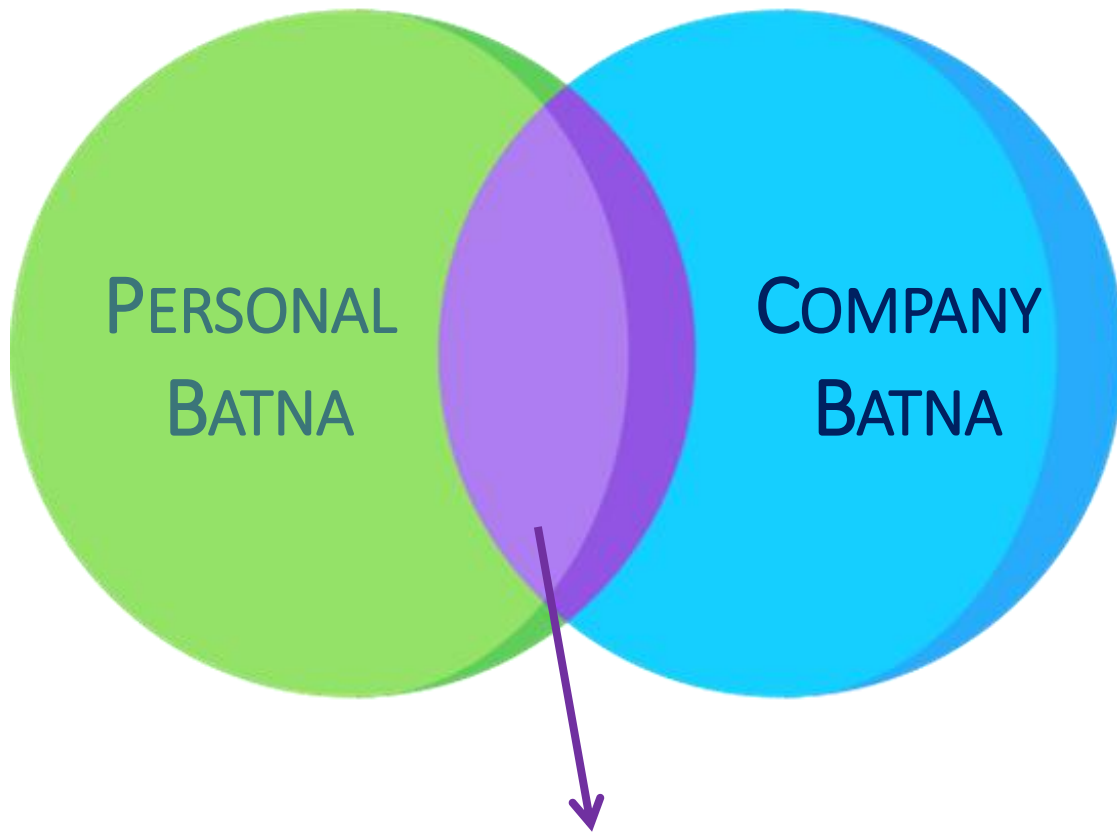
What is the best alternative if negotiations no longer progress?

Recognize Your Bottom Line

- Salary: Industry, Market Rate, Living Costs)
- Total Compensation: Bonus (sign-on, yearly, performance based, profit-sharing)
- Working Hours, Commuting Time

Create Options

- Benefits Package (value of compensation may include benefits)
- Education Reimbursement
- Bonus
- Flexible Schedule | Remote work



ZOPA (Zone of Possible Agreement)

\$110,000-\$115,000

EMPLOYEE APPLICANT

Seeking \$110,000 - \$120,000 or higher

Market Std: \$110,000 - \$130,000

EMPLOYER

Budgeted range: \$100,000 - \$115,000

Market Std: \$110,000 - \$130,000

Financial Literacy Links



