

Thanksgiving Break is Approaching!



CCO APPRECIATES
THEIR STUDENT
EMPLOYEES!

Evaluating Job Offers

5 Steps to Negotiation Success

Congratulations on your employment offer!

There are many resources out there to assist you as you prepare to negotiate and we have compiled a list of resources on our website (<https://cco.purdue.edu/>). Consider the following steps to help you prepare to negotiate your offer.

1 RESEARCH SALARY

- Find the salary for the specific job title as well as compare other job titles for similar positions.
- Use more than one source to research salary; See CCO resources, Glassdoor, etc.
- Think about the ways your experience adds to your worth.

2 CREATE A BUDGET

- Know the cost of living for the area where the position is located.
- Know your personal expenses as well as debts that you have.
- Identify what your wants are versus your needs.
- What do you need to not just survive, but thrive?

3 FIND YOUR TARGET SALARY RANGE

- Know your "walk away number", meaning know what amount is too low.
- Compile research you've previously done, along with your worth to develop a salary range.
- Be prepared to address where you came up with the target salary range. Be sure it is backed up by your research!

4 PRACTICE OUT LOUD

- Know your worth and speak to it.
- Think about your resume and past experiences to express what makes you a great asset to the organization.
- Practice! Practice! Practice!

5 CONSULT THE EXPERTS

- Stop by the CCO for Drop Ins for a quick chat about negotiations or if you need longer, schedule a job search appointment to talk with a CCO Representative.

Congratulations! You got the job. Now for the hard part: deciding whether to accept it or not. Evaluating job offers you have is so important during the job search process. This guideline in the CCO handbook can help guide you in this process of evaluating what job offer is best for you.

[Check out pages 51–53.](#)

Aldi Virtual Workshop

Soft Skills with Aldi

WHEN: NOVEMBER 17TH
LOCATION: GOOGLE MEET
TIME: 11:30AM EST



Looking for a company that will give you the tools & support to succeed? Check out ALDI and learn what they have to offer. ALDI invests in its people by offering growth opportunities – and they are ready to invest in YOU! Attend their [virtual workshop](#) and gain insights on life skills that can help you expand your network and learn more about tangible skills used often in corporate settings!

On-Demand Resources



CREATE A RESUME QUICKLY AND EASILY
RECEIVE A SCORE TO HELP IMPROVE
MATCH YOUR RESUME TO JOBS ONLINE

RESUME BUILDER



ANALYZE YOUR RESUME AND RECEIVE FEEDBACK
GET AN AGGREGATE RESUME SCORE
VIEW GUIDELINES TO HELP REFINE YOUR RESUME

RESUME REVIEW TOOL

Don't forget about our [on-demand resources](#) that can be used at anytime. If you need help with resume checking and revision, Upkey and VMock are great tools to use in this process! These resources are available to all students at all times, check it out!

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