

NEGOTIATING FOR A JOB

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We humbly acknowledge those who have come before us



- The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip and Muckleshoot nations.

Outline

- Getting the Job Offer
- After the first visit or zoom interview
- Components of the Job Offer
- Developing Your Roadmap for Negotiation
- Getting your Dream Job



Getting the Job Offer

- ❑ No ground rules
- ❑ Most difficult part is waiting
- ❑ Launch a “full-scale” job hunting campaign as early as possible
 - Send out CV a year prior to search
 - Network
- ❑ Most difficult institution may be your own...



After the First Visit (or Zoom Interview)

- ▣ Decide as soon as possible if this institution is for you
 - Personal phone calls are best
 - Never burn bridges if possible
 - Most visits are now virtual



Components of the Job Offer

- Verbal offer extended
- Job Offer Letter
- Negotiate components of offer
 - Salary
 - Start-up Package
 - Resources
 - Work Environment

Schafer A, Hematology, 2009

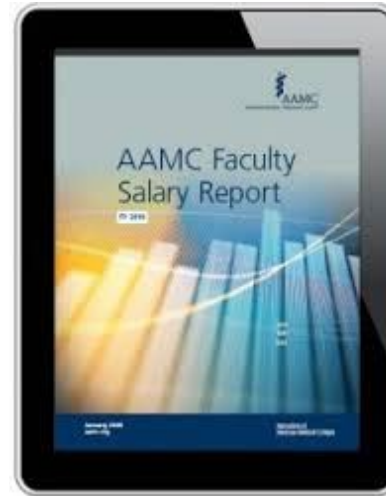
Sambuco D, et. Al. Academic Medicine, 2013

Table 1. Basic components of the job offer letter.

- Start date
- Faculty title and track
- Salary and benefits, including any incentive compensation formula if applicable
- Expectation of effort distribution (percentage of protected time for research, clinical and teaching responsibilities) for at least the first three years
- Office and research space (how much and where), including renovations where needed
- Basic office supplies (including computer)
- Administrative support (eg, secretary, grants administrator)
- Academic support (usually a small amount provided annually for travel, journal subscriptions, membership fees, etc)
- Specific items of research support, generally guaranteed for the first three years (including equipment, supplies, research personnel)
- Other special considerations that were verbally agreed upon

Components of a Job Offer: Salary

- ❑ Need to have an idea of what salary is appropriate for your rank, institution, and geographic area
- ❑ Data on salary: AAMC tables
- ❑ Alumni in your geographic area
- ❑ Junior colleagues in your area
- ❑ Medical Group Management Association (MGMA)



MGMA Career Center

BENEFITS TOOLKIT

Components of a Job Offer:

Start-up package

Make sure you get what you need in order to be successful in the time covered by the start-up package



Years of support 3-5 yrs

Salary if no grant support
Lab space/equipment
Office space



Academic Resources

Secretary
Grants administrator

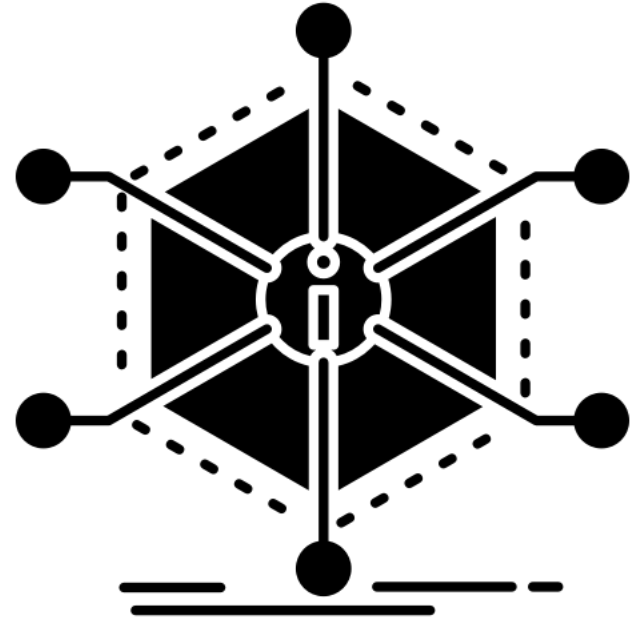


Research support/resources

Shared equipment
Core facilities
Research assistant

Components of a Job Offer: Resources

- ❑ Keep a list of the resources you will need such as:
 - Equipment
 - Lab space
- ❑ Office supplies
 - Computer
 - Tech support
- ❑ Academic support
 - Biostatistician
- ❑ Other specific items verbally agreed upon
 - Childcare
 - Cost of living adjustments



Components of a Job Offer:

Work Environment

- ❑ What are your expected teaching duties?
- ❑ How much call and clinical service for clinical positions?
- ❑ How much protected time will you receive?
 - 75% for most junior faculty
- ❑ Ability to work from home
- ❑ Mentoring
- ❑ Tenure track or WOT



Negotiation



- Everything is up for negotiation
- If you don't ask for it, you won't get it.
- Use principled negotiation rather than positional bargaining

Positional Bargaining

- “Each side takes a position, argues for it, and makes concessions to reach a compromise.”
- The classic example is the haggling between a customer and the owner of a second-hand store.
- *“I wish I had gotten more guidance...I felt ok with numbers...I almost wish I would have gotten more training like going around and negotiating for a ...rug or something”*



Principled Negotiation

- ▣ Parties focus on basic interest
- ▣ Mutually satisfying options and fair standards
- ▣ Arrive at an outcome that is a Win-Win situation
- ▣ What does this mean for you?
 - ▣ Do your homework
 - ▣ How can you benefit the place you want to go
 - ▣ How do you fit in?
 - ▣ Use this to your advantage
 - ▣ Don't undervalue yourself

Getting to Yes, R. Fisher, W. Ury, and B Patton, 2011

Schafer A, Hematology, 2009

Sambuco D, et. Al. Academic Medicine, 2013

Identifying the Ask: ABC List

- Everything is up for negotiation at the point of entry to an organization
- Take a flexible approach
- Get it in writing
- Make an exhaustive list of what you need (ABC list)

Schafer A, Hematology, 2009

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- *Academic appointment and rank*
- *Benefits*: Employer retirement matching (and when it vests), health insurance, dental insurance, life insurance, long-term care insurance, malpractice insurance, flexible spending accounts for healthcare and dependent care
- *Call*: Phone and in-house
- *Continuing medical education allowance*: Time and money
- *Mentorship opportunities*
- *Professional expenses*: Licensure/specialty certification and recertification cost coverage
- *Protected and/or administrative time*
- *Relocation expenses/signing bonus*
- *Reporting structure*: Organizational roles and structures can be critical to one's career trajectory.
- *Salary*: Base and incentive and how that incentive is derived
- *Space*: Office, lab, clinical
- *Staff support*: Administrative, research, clinical
- *Title*
- *Vacation time*: Number of days and accrual method

• Develop Your Roadmap for Negotiation

Think about what is most important for you

Title

Salary

Cost of Living

Schools

Research assistant

* Decide what is a deal breaker for you

Identify your Best Alternative to a Negotiated Agreement (BATNA)

What are you willing to give up

Get alternative offers-but be willing to take it if used for negotiating

Establish personal and professional priorities

Get 3rd party assistance

- Have an attorney review your contract

What is your BATNA (Best Alternative to Negotiated Agreement)



TITLE



TIME



TECH



SALARY



SPACE



RESOURCES

- Protect yourself
- Have a bottom line
- Be flexible
- Formulate a trip wire (something that sets off an alarm)
- Know your assets

BATNA: Best Alternative to a Negotiated Agreement

Negotiation Skill Development

Know what is negotiable

Consider long-term support and resources

At the end, it is about a Shared Vision



Consider a negotiation exercise with a partner

Burton-Chase 2015



Know your value

Research the other faculty and know what you bring to the position



Develop a counter-offer

Consider each point carefully
Give clear and concise rationale for your response

Getting Your Dream Job!



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- Know what it is
- Have an acceptable alternative
- What is your BATNA?

Accepting the Job Offer

- ❑ Respond to offer letter with your own written offer
- ❑ Keep a copy of all correspondence
- ❑ Get everything in writing
- ❑ Negotiate for what you want up front-it is your strongest position.
 - Women and URM tend to not negotiate as well as men
- ❑ Consider competing job offers
- ❑ Internal candidates are at a disadvantage
- ❑ Don't allow yourself to be shortchanged.
- ❑ Negotiating usually involves several meetings over many months.

Final thoughts...

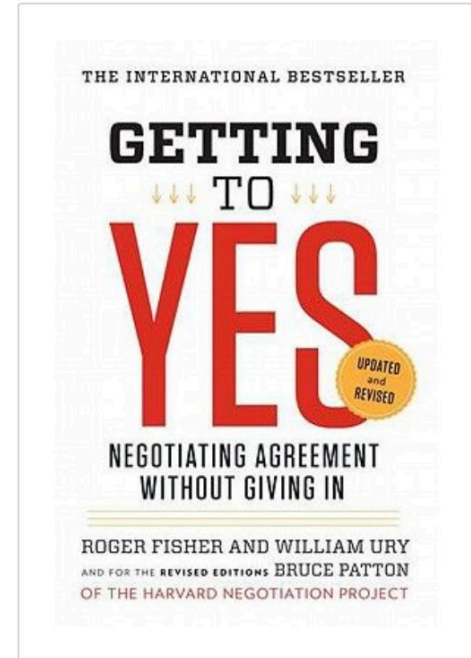
*Many people realize that negotiation is important,
but don't know how to go about it.*

*Junior faculty need to be aware of obstacles and
need to obtain negotiation skills*

*Don't be afraid to ask for what you want. Work-life
balance is important!*

Conclusions

- ❑ Negotiating your first academic position is challenging.
- ❑ Always get everything in writing.
- ❑ Everything is up for negotiation (to a degree and it depends on the institution).
- ❑ Think about what you need to be successful.





Thanks!

Questions?

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