Ca$h Cour$e:
Take a Close Look at That Job Offer!

Rebecca Sparrow, Executive Director
Cornell Career Services

November 30, 2016
Goals of This Program

Gain an understanding of the job-offer landscape

Provide a framework for making decisions

Learn about resources and tools that can help

Answer questions
Career-Development Model

- Understand Yourself
  - Interests
  - Values
  - Strengths
  - Goals

- Explore Options
  - Resources
  - Networking
  - Activities
  - Internships

- Take Action
  - Applications
  - Letters
  - Resumes
  - Interviews
Job Offer(s)? Congratulations!
23 April 2013

Craig Enders
137 Brady St.
Granville, PA 19873

Dear Craig Enders,

I am very pleased to offer you a position of Financial Analyst at SBC Systems. This is a full time position of 40 hours a week. Your initial annual salary will be $58,000.00.

As a full-time employee, you are also entitled to the standard company benefits package. The principal features of the employment offer and the benefits are outlined in the enclosure. Please plan to begin work on May 5, 2012.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this letter along with the enclosed Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

Sincerely,

[Signature]

Andrew Melvin
Human Resources Manager

Enclosure: Letter of Assignment

I accept the above offer: ___________________________ Name ___________________________ Date
Understand the Terminology

Base Salary • Benefits • Performance Bonus (personal/organizational) • Offer Terms • Response Date • Sign-On Bonus • Housing Allowance • At-Will Employment • PTO • Stock Options • Electronic Signature • Exploding Offer • Pre-Employment Processing • Drug Screening • Offer Policies • Eligibility to Work/Proof of Citizenship • Background Check • I-9 Processing
At-Will Employment

At-will means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences. This is the typical employment scenario in the U.S.
Show Me the Money!
Welcome to the Salary Calculator Center

The Salary Calculator Center provides job seekers and employers with reliable salary data.

Salary results based on college, location and other factors for reliable results
Salary data for 1,000 job titles. $25 per analysis, your results are available instantly!

Job Seekers

Educate To Career (ETC) is the leading resource for educational attainment to career outcomes data. Our same salary data are used by over 5,000 employers and 2,000 campus career centers.

The ETC Salary Calculators are provided in partnership with Job Search Intelligence (JSI). Using patents pending algorithms, the salary calculators create reliable compensation values from datasets which are proprietary to JSI and are derived from: U. S. Department of Labor, U. S. Bureau of Labor Statistics, U. S. Census Bureau, U. S. Equal Employment Opportunity Commission, U. S. Bureau of Economic Analysis, U. S. Federal Reserve, National Center for Education Statistics, and proprietary resources.
Health
- Medical insurance
- Prescription drug coverage
- Dental insurance
- Vision Insurance
- Life and AD&D insurance

Wealth
- 401k retirement plan
- Financial advisory services
- Performance incentive programs
- Referral bonus programs
- Direct deposit

Work
- Collaborative environment
- Opportunities for professional growth
- Training and continuing education program
- Laptops and software
- Team meetings & morale events

Life
- Work/life balance
- Paid time off (PTO)
- Paid holidays
- Flexible schedules
- Employee assistance program (EAP)
Employee Benefits

- Generous paid comprehensive time off
- Paid bereavement leave
- Paid jury duty leave*
- Health insurance
- Dental insurance
- Vision insurance
- Employer-paid short-term & long-term disability insurance
- Employer-paid life insurance

- Flexible benefits plan
- 401(k) retirement plan*
- Education assistance Employee assistance program*
- Coworkers Care! program
- Employee referral program*
- Commuter value pass program
- Banking services*

(Employees who work less than 20 hours a week are eligible for benefits marked with an *)
## Earnings Statement

**Sample Company Name, Sample Company Address, 95220**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Social Sec. ID</th>
<th>Employee ID</th>
<th>Check No.</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Name</td>
<td>XXX-XX-3432</td>
<td>44234</td>
<td>48869</td>
<td>10/31/13-11/06/13</td>
<td>11/08/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income</th>
<th>Rate</th>
<th>Hours</th>
<th>Current Total</th>
<th>Deductions</th>
<th>Current Total</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Wages</td>
<td>50</td>
<td>50</td>
<td>2,500.00</td>
<td>FICA MED TAX</td>
<td>36.25</td>
<td>1,631.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FICA SS TAX</td>
<td>155.00</td>
<td>6,975.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FED TAX</td>
<td>559.18</td>
<td>25,163.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CA ST TAX</td>
<td>183.76</td>
<td>8,269.26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SDI</td>
<td>25.00</td>
<td>1,125.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YTD Gross</th>
<th>YTD Deductions</th>
<th>YTD Net Pay</th>
<th>Current Total</th>
<th>Current Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>112,500.00</td>
<td>43,163.51</td>
<td>69,336.49</td>
<td>2,500.00</td>
<td>959.19</td>
<td>1,540.81</td>
</tr>
</tbody>
</table>
Consider Your Options
Who Will Be Your Colleagues?
What Will the Work Be?
And Where Do You Want to Be?
How Will You Get to Work?
Looking Ahead...
Opportunity for Growth
Negotiate or Not?
Resources

Welcome to Cornell Career Services

...where students engage in learning and self-discovery, and build connections to prepare for managing their careers as they contribute to a changing world.

Cornell Career Services is part of Cornell's Division of Student and Campus Life. Our comprehensive services in Barnes Hall are open to all students, and complement the services offered through career offices in the undergraduate colleges that are tailored to more college-specific academic and career goals. Students in the Johnson School of Management, Law School, and College of Veterinary Medicine are served by their independent career offices.

The mission of Cornell Career Services is to empower students to identify their strengths, interests, and values; discover and explore possibilities; gain experience; and develop strategies for pursuing diverse career paths and making mindful career decisions. We offer an array of career-development activities that inspire students to gain confidence and establish a foundation upon which to build their careers over a lifetime.

Cornell Career Services staff members want to help you learn about your skills and interests, and present them confidently in resumes, cover letters, interviews, and personal statements; identify and explore career options that you might pursue; and implement an effective strategy to attain your desired career outcomes. You will find many resources in these pages, and we also invite you to visit our offices in person.

Your comprehensive guide to understanding the career-development process.

Cornell Career Services is an Out for Work Gold Certified Career Center.
over 208,000 Cornell connections
Understand the Terminology

Base Salary • Benefits • Performance Bonus (personal/organizational) • Offer Terms • Response Date • Sign-On Bonus • Housing Allowance • At-Will Employment • PTO • Stock Options • Electronic Signature • Exploding Offer • Pre-Employment Processing • Drug Screening • Offer Policies • Eligibility to Work/Proof of Citizenship • Background Check • I-9 Processing
Your Questions?