**Jeff:** Hello Joe and again welcome to Robust Rounters

**Gayle (Joe):** Thank you Leigh for considering me for the Associate Product Manager position with Robust Rounters.  As you well know I am very interested in a position with your company.  I have had some time to evaluate your offer, and I have a few questions before I can make an informed decision about the offer and position.  I would like to schedule a time that we can talk. Look forward to hearing from you soon.

**Jeff:** It is a pleasure to meet you face to face. Let’s talk and make things happen.

**Gayle:** I am excited that you offered me the position, but I would really like to be considered seriously for the Business Development position.  During my internship, the company was pleased with my performance.  History shows that if an intern performs up to expectation, they are normally offered the Business Development position.

**Jeff:** We offered you the Associate Product Manager position, because we believe it will poise you for greater success in this company and provide Robust Rounters an opportunity to elevate our operations. With that being said, the Business Development position is surely an option.

**Gayle:** Leigh, that being said I am in the process of interviewing with a few organizations, and will need some additional time before I am able to tell you my final decision. What do you think about getting together on Friday...?

**Jeff:** Joe I was under the impression that we were here to determine if you are going to assume this position. As you are interviewing with other companies, we presented you with offer last August and hoped you would have decided by now.

**Gayle:** Leigh, I am very interested in the offer that you have extended as the Associate Product Manager.  I have a couple of questions, I was hoping that we could discuss. I would like to know if the salary and other compensations are negotiable as well.

**Jeff:** Joe we have presented you with a very generous offer. What areas were you looking to discuss?

**Gayle:**  Leigh, I am looking to discuss salary, $110,000, a signing bonus of $20,000, an increase in stock options by 30% and relocation arrangement of $10,000 to defray some of the relocation expenses.  This would offset the incentives from not being offered the Business development position.

Jeff: Joe let’s talk each piece individually. What are we currently offering you?

**Gayle:**  Leigh, that is fine.   Let's start with salary and the signing bonus.

**Jeff:** The offered salary of $96,000 is fairly based on the market for incoming MBA students, but I will be willing to offer you $100,000.

**Gayle:**  Seeing that I am not being offered the Business Development position and the company was impressed by my performance during my internship and history shows that the company normally offers their top 25% the Business Development positions.  I would say $105,000, with a signing bonus.

**Jeff:** Let’s table this for a minute and let me ask you why you want to work in business development?

**Gayle:** Working in the Business Development group would afford me progressive responsibility, training, and security.

**Jeff:** You mention progressive responsibility. Within the product management contains the heart throb of the CEO, the terabit router. It is a high profile product that the CEO is watching its’ performance and those involved with it. This will allow you to accentuate your presence in the company and poise for better advancement at RR if you are up to the challenge

**Gayle:**  The salary that I am asking for is well within the company's range for a product manager.

Again, $105,000 with a 20,000 signing bonus as well as an increase in stock options and a 15,000 relocation incentive to defray relocation expenses.

**Jeff:** Joe, I can afford you 100 K, a signing bonus of 10 K and 5K relocation. The relocation allowance is standard for MBA hires out of school. In addition to 100K, I can guarantee a 5% bonus on your salary at year end.

**Gayle:**  $104,500 with a signing bonus of 17,500 which is below the average being offered to graduating MBAs this year.  For my relocation I am having to sell my condo, which I will incur real estate broker fees, 15,000 relocation incentive

.

**Jeff:** Joe I will max out the salary 110K, signing bonus 15K as offered, 9K relocation which is 4K more than offered and a 25% stock increase option

**Gayle:** 110k, 15,000 signing bonus,10K relocation incentive, with a 25% stock increase and a10% bonus on the year end salary.

**Jeff:** It seems we are saying almost the same thing. I can max out the salary at 110K, 15K signing, 9K relocation, 15% increase in stock option and 5% bonus guarantee on first year of salary.

**Gayle:** 110K salary, 15K signing bonus,10K relocation, the initial 25% stock options and a 5% bonus guarantee after the first year.

**Jeff:** Joe, I realize you are driven and hoped that passion could be used at RR. If you chose not to join I understand and wish you well with your endeavors

**Gayle:** Leigh, if you would reconsider the relocation incentive, we will have a deal.  With the company knowing my performance during my internship, I think it would be a good fit for the both of us.

**Jeff**: Your performance is duly noted.

**Gayle:**  Being that I am freshly graduating; I am not in the financial position to relocate soley on my own.

**Jeff**: If I offer you 110K salary, 15K signing bonus, 10K relocation, 15% increase in stock option and 5% bonus guarantee, we are agreed?

**Gayle:**  Leigh, we have a deal.  Also, I will not be able to start until 1 Aug, due to previous travel plans to Europe.

**Jeff:** Joe, June 1st was the date mentioned in offer letter.

**Gayle:**  Leigh, I had previously mentioned that I had planned to take a trip with my fiance after graduation.  Can we push the date to 1 Jul.?

**Jeff:** It is a critical time in the preparation of the terabit router for purchasing. As I mentioned before, this is a high profile item in the CEO eye. How would you proceed to explain that his newly hired employee is delayed in reporting?

**Gayle:**  Leigh, since RR has shown their confidence in me by hiring me, I will postpone, my trip and start on 1 June, as stated in the offer letter

**Jeff:** I am glad we have reached an agreement. Welcome aboard and I look forward to seeing great things from you.

**Gayle:**  Leigh, could you tell me when I can expect the new offer letter.

I am very excited about this opportunity that RR has afforded me.

**Jeff:** The revised offer letter will be prepared and sent out by close of business today. recapping what we agreed upon 110K salary, 15K signing bonus, 10K relocation, 15% increase in stock option and 5% bonus guarantee.

**Gayle:**  That is correct 110K salary, 15K signing bonus, 10K relocation, 15% stock option increase and 5% bonus guarantee after the first year.

**Jeff:** Thank you and see you 1 June

**Gayle:**  See you 1 June.  Again thank you for the opportunity.