WHEN DOES SALARY NEGOTIATION BEGIN?

**ONLY AFTER**
you have been
offered a job.

There is nothing to
negotiate until you
have a job offer.

When you have the job offer,
they want you. The job offer
is an advantage.

WHY IS NEGOTIATING IMPORTANT?

| You deserve to be compensated fairly, on par with what others are being paid. |
| Every time you negotiate, you will get more comfortable doing it. |
| Many employers expect you to negotiate and may initially offer lower than what they are willing to pay. |
| It is generally a low risk, high reward activity (as long as you’re reasonable and kind, the worst they can say is no)! |

AIM HIGH AND BE REALISTIC
Use market averages to inform your ask.

HIGHLIGHT YOUR VALUE-ADD
• Don’t assume the employer remembers all of your résumé.
• Don’t assume the interviewer has translated your experiences into your value to the company.
• Stress your work ethic.
• Be your own best advocate!

ANTICIPATE THE EMPLOYER’S NEEDS
• Explain how your experience fits into their performance goals, products, and conditions.
• Show how you will contribute to the employer’s profitability.

ANTICIPATE OBJECTIONS
• Script your responses to every anticipated objection.
• Listen closely, think, and anticipate.

DON’T GET TOO PERSONAL
• While student loans and other expenses are legitimate reasons to negotiate, your unique value will be more convincing than your level of need.

STRATEGIES FOR NEGOTIATION

DECIDE YOUR NEGOTIATION APPROACH

OPEN-ENDED, INDIRECT:
“Is there any flexibility in the salary?”

OPEN-ENDED, DIRECT:
“Based on (my level of experience) and (what I understand the market average to be for this type of position), I was hoping to get a salary closer to the ‘x-y’ range.”

CLOSE-ENDED, DIRECT:
“Based on (my level of experience) and (what I understand the market average to be for this type of position), I will need at least ‘x’ in order to accept the position.”

REMEMBER, SALARY IS BASED ON:

1. Assessment of your capabilities
2. Employer’s budget
3. Market rates for the job
4. Your ability to negotiate
PAY EQUITY

According to research*, women are much less likely than men to negotiate their salaries, and tend to ask for less money when they do. Social power dynamics around identity can also affect people’s level of comfort with talking about money in the workplace and likelihood to initiate a salary conversation. While pay inequities are complicated and have many causes, salary negotiation is one strategy to make pay more equitable across identity groups.

* Linda Babcock & Sara Laschevar, Women Don’t Ask: Negotiation and the Gender Divide, 2003

IF YOU ARE ASKED ABOUT SALARY EXPECTATIONS BEFORE A JOB OFFER

• Be vague and flexible. Avoid naming a specific number if possible
• Consider “I’m looking for a competitive salary and am flexible on how we get there” or “I’m sure we can reach an agreement on something that works for us both”
• If you must write a number, provide a range rather than a specific number

The employer may accommodate you. If not, you have to make the decision. Ask for time to consider the offer. They may come back with more. Take your time! Your starting salary in this position is too important to say yes immediately. You want to get the entire offer in writing (including all benefits) and make sure you understand each part of the offer to make an informed decision.