



\$ALARY NEGOTIATION

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!)

STRATEGIES FOR NEGOTIATION

AIM HIGH AND BE REALISTIC

Use market averages to inform
your ask.

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.

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 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.

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



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DETERMINE POSSIBLE RESPONSES

Employer matches your requests.

Employer has no flexibility; unwilling or unable to make any changes.

Employer can make some adjustments to original offer, but does not match your request.

Congratulations!
You're done.

Make your decision based on priorities and needs.

Make your decision based on priorities, needs, and ability or desire to compromise.

SALARY RESEARCH

• Salary.com is a great place to start researching market averages of positions. There are lots of other online salary calculators as well--cross check a few to ensure reliability!

• Benefits can add up to 30% to your salary. These are worth negotiating too, especially if the salary itself isn't flexible.

CONSIDER BENEFITS

- 401K
- Health Insurance
- Student loan forgiveness/payback
- Vacation

Consider cost of living in the geographical area when assessing the value of your offer



Communicate yes/no.

Continue negotiation (go back to negotiation approach)

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.