

# SALARY NEGOTIATION

Salary negotiation is the process of determining and agreeing on the amount and types of compensation that an employer will pay an employee in exchange for work. This can be nerve-wracking for many people. However, when managed correctly, it can also contribute to a positive and more fulfilling professional relationship between you and your future employer. Salary negotiation is not simply a series of talks designed to increase your pay. Rather, it is an opportunity for the employer and prospective employee to agree upon a complete compensation package that meets both parties' needs. It is an important part of the interview process and should always be conducted in good faith.

## TIPS IN NEGOTIATING MORE EFFECTIVELY:

### Use a salary range

When pressed for your salary requirements, you should always be sure to give a range based on what others in the field are earning, rather than a single fixed number. Having an acceptable salary range helps you to negotiate and find compromise more easily.



### Include your benefits

One common mistake when talking about previous salary is forgetting to include benefits as part of your total compensation. For example, if you are earning \$100,000 a year with a 20% bonus, plus health, dental and other incidental benefits, you should answer the question by saying, "\$120,000 plus generous benefits."



### Practice your pitch

Find someone to listen to your salary proposal so you can feel confident of your speaking points, out loud, in a conversational setting. Much of a successful negotiation boils down to feeling comfortable and practiced.



### Show gratitude

If you're at all worried about coming across as demanding or ungrateful, there's a very simple solution to that: be gracious. No matter the outcome, be understanding, appreciative, and appreciative for the opportunity.



### Show confidence

It's extremely important to put on your game face when the moment comes for negotiation. Be confident that you have done the needed research and are presenting a fair offer.



### Avoid accepting the first offer

Tell them you need time to evaluate the offer. Schedule your next meeting 24-48 hours out and come back with your counteroffer.



## Asking these questions will also help during salary negotiations for a new or current job:

### 1 “Can I negotiate this offer?”

Make sure to start off by asking if the salary is negotiable.

### 2 “Besides the base pay, what other benefits are negotiable?”

This can include medical insurance, support for education and training, paid leave, vacation, moving expenses, and 401(k) contributions, just to name a few.

### 3 “How did you calculate this number?”

By asking this question, you’ll be able to see if the number you’re being offered is a hard cap or open for negotiation.

### 4 “What’s the outlook for salary raises or promotions?”

Whether or not your salary offer is negotiable, it’s important to know what the future potential is for a raise or promotion.

### 5 “What metrics do you use to evaluate the success of employees?”

This is an important follow-up question to ask in salary negotiations and, if you end up working for the company, this information will help the next time you’re back at the negotiating table.

### 6 “Can I get the salary offer in writing?”

Verbally settling on a negotiation in your favor is great, but it doesn’t mean anything until it’s on paper.

## The following websites will aid you in your research:

- <http://www.salary.com>
- <http://www.payscale.com>
- <http://careerjournal.com/salaryhiring>
- <http://salary.monster.com>
- <http://quintcareers.4jobs.com/JS/CareerResources/>
- <http://jobstar.org/tools/salary/index.php>
- <http://www.abbott-langer.com>
- <http://www2.homefair.com/calc/salcalc.html>
- <http://www.wetfeet.com>
- <http://www.nptimes.com/>
- [www.opm.gov/oca/payrates](http://www.opm.gov/oca/payrates)

Salary

## MOST OFFERS ARE NEGOTIABLE

Do not assume that an employer’s first offer is the best offer. Many employers will initiate salary discussions by proposing a salary figure that is at the lower end of the position’s allocated pay scale. This is to allow room for the candidate to negotiate. When you accept a position you are agreeing to make a significant investment in an organization. It is realistic and fair to expect that organization to make an equitable investment in you. As long as you are tactful and realistic, it is unlikely that an employer who has a vested interest in you will withdraw an offer because you tried to negotiate a better compensation package.