

Salary Negotiation Tips



10 Commandments for Salary Negotiations

1. Research your profession's salary range.
2. Select a target salary.
3. Don't initiate salary discussions.
4. When asked for your salary requirements, say that they are negotiable.
5. When asked for your salary requirements, reply by asking the interviewer to share the position's salary range.
6. Discuss benefits separately from salary.
7. Analyze all benefit packages with a family member or friend, or with an insurance, investment or bank professional.
8. Consider the cost of living if you are moving to a new area.
9. In discussing why you deserve a substantial increase, use examples of your accomplishments that prove your value, not merely your experience.
10. Always assume a firm's first offer is negotiable and never accept an offer at the interview.

Seven Steps to Professional Negotiation

1. Prepare what you'll say before hand.
2. Seize control of the negotiation process.
3. Set your price.
4. Keep it business, never personal.
5. Use positive language.
6. Consider performance-based compensation.
7. Get written confirmation.

Myths About Negotiating Salary Offers

- ◆ When responding to help-wanted ads, always provide salary information if it is requested.
- ◆ The best answer to the interview question, "What are your salary requirements?" is "My requirements are open and will be based on the job requirements.
- ◆ It is not necessary to secure a written employment offer before resigning your present position since a verbal contract is binding.
- ◆ If you accept a job immediately, you will be perceived as desperate.
- ◆ Your pay offer is likely to be lower if you were referred by a placement agency or an executive search firm rather than if you are approached the company directly.
- ◆ All employment offers are negotiable, so do not accept the first figure that is mentioned. You can sometimes earn more money if you are paid a low base salary plus a commission than if you are paid a salary only.
- ◆ If asked for salary information before or at the beginning of an interview, say that you will discuss the topic once your mutual interest in the job is determined.
- ◆ If you are unemployed during a recession, do not expect to receive salary offers that exceed your previous income. If you accept a job, then receive a higher offer from another firm your employer will likely match the offer.

Negotiation Tips were assembled from the National Business Employment Weekly

Evaluate Benefits

Benefits are often one-third of the total compensation value and may be negotiable. Good ones to look for and understand are the following:

- ◆ Cafeteria Plans or Medical/Dependent Reimbursement Plans
- ◆ Pension or 401k
- ◆ Medical, dental, vision insurance
- ◆ Profit Sharing, Employee Stock Plan
- ◆ Signing bonus
- ◆ Stock Options or performance bonuses
- ◆ Life, disability insurance
- ◆ Vacation, sick, personal time off
- ◆ Flex hours, telecommuting
- ◆ Tuition reimbursement
- ◆ Company assets – car, computer/laptop, cell phone
- ◆ Health club membership
- ◆ Relocation expenses



Additional Negotiation Tips

- ◆ Salary discussions are best after all interviews and you are being present with a job offer. You have a much stronger negotiating position after they determine you are the best person for the job.
- ◆ Most jobs have salary ranges. What range is authorized for this position? Negotiate from there, focusing on your worth.
- ◆ When you discuss salary figures, give a range – your expected salary at the bottom and what you desire at the top. For example \$40,000 - \$50,000: you expect \$40,000 but hope to negotiate higher.
- ◆ The lower the job level, the lower the negotiability of the salary because there are generally more qualified applicants for these jobs.
- ◆ If the offer is unacceptable, don't be afraid to ask directly if that is the best offer the company can make.
- ◆ Show flexibility. Counter offer instead of rejecting an offer outright.
- ◆ If you must receive more than is offered, suggest additional responsibilities to increase the salary or ask for an earlier performance review and raise.
- ◆ Make sure to negotiate based on the cost of living where you will be living and working. You can check this at www.infoplease.com or www.bestplaces.net.
- ◆ Study salaries of comparable jobs with similar companies. Knowing your market value will strengthen your negotiating position.
- ◆ Don't accept any offer on the spot. Show interest, but ask for time to think it over. Refrain from disclosing your need to discuss the job offer with your spouse. Get the offer in writing.
- ◆ Contact companies with whom you've interviewed. Give them a chance to match the competing offer or top it.