

OBTAIN THE BEST JOB OFFER POSSIBLE

The way you present yourself, fill out applications and interview greatly impacts the salary you will be offered.

HOW TO ADDRESS SALARY ON APPLICATION FORMS

The time to position yourself to obtain the best job offer begins with your first contact with a prospective employer. Often that first contact is either your Resume or CV or filling out an online application.

- **If at all possible, omit stating your desired salary**
(Once you list a number, it is impossible to negotiate up)
- **If Current Salary is Mandatory to list add plus signs (++) after the amount listed**
(When you are asked about the plus signs, you indicate that represents bonuses, benefits etc.)
- **Be 100% accurate, future employers can confirm past salaries**
(If you received a raise in the past year, list the amount you earned for the entire year)
- **Realize the salary you list can eliminate you from consideration**
(A salary that is either too high or too low can cause you to be screened out)
- **If listing your salary is optional – don't list it**

WHEN AND WHY TO REVEAL YOUR SALARY HISTORY

The later you reveal your salary history, the better it is for you to negotiate the best offer. When individuals are impressed throughout the interview process, offers have a tendency of going up.

Why reveal your salary history?

- If listing your salary history is mandatory, you will be eliminated if you don't provide the information
- You don't want to waste your time or the time of the hiring authorities, if your salary level is higher than the salary range that can be offered
- Some employers base their decision to interview or screen out, based on your ability to increase your salary with each opportunity
- If you have been unemployed for a period of time, employers want to have a clear understanding of your worth
- Your salary history can help you progress throughout the process

SPECIFIC TIPS TO INCREASE THE SALARY YOU WILL BE OFFERED

TIP ONE - Highlight your accomplishments and the impact they had on past employers. Employers will assume you will provide similar results for them.

TIP TWO - Showing a high level of confidence in your abilities to perform the responsibilities of the job will help increase the confidence the hiring authority will have in your abilities.

TIP THREE - Ask questions to uncover the priorities of each person involved in the hiring process. Then position yourself as the solution to their priorities. Remember, it is the person who interviews the strongest that ends up getting not only an offer, but the best offer possible.

TIP FOUR - Learn something personal about each person in the interview process. If all candidates are equal, hiring authorities will hire who they liked the most. When you allow someone to talk about themselves, they will like you more.

TIP FIVE - Know more about the opportunity, the company and your interviewer than your competition. If you prepare better than your competition, you will position yourself to get a good offer.

TIP SIX - Refrain from saying you've been underpaid in the past. That is not the problem of this hiring authority. Employers always use your past salary as a basis for the offer you will receive.

TIP SEVEN - Understand the value of benefits offered. Often you end up earning more when you consider benefits being offered, even if the actual salary is lower than anticipated.

TIP EIGHT - If at all possible, allow the hiring authority to quote the first number for consideration. You don't want to leave any money on the table, because you negotiated too fast or too soon.

TIP NINE - Talk to your references before they are contacted so they have a clear understanding of the job you are considering. This also improves your chances of getting a great job offer.

TIP TEN - Be realistic, knowing the salary level of the job you are pursuing. If you have unrealistic expectations, you are setting yourself up for disappointment.

TIP ELEVEN - If you are unemployed, do something to show recent experience or schooling. This could be freelance work, consulting, temp or contract work, volunteering or taking courses to enhance your skills. These all increase your value.

Follow the tips in this session and you will receive the best job offer possible.