

GUIDE TO SALARY NEGOTIATIONS

Negotiating a job offer can seem like a daunting task. You may be surprised to know that many employers actually anticipate negotiation conversations and may make their initial offer with this idea in mind.

The following checklist is to assist you when you find yourself having or wanting to negotiate your salary. Negotiating your salary can be at the start of your job with an offer or after being employed for sometime. Whenever you do decide that you would like to negotiate your salary, it is important that you follow the below mentioned strategies so you are fully prepared to negotiate.

Times when you might find yourself negotiating:

- With a new job offer
- If you realize you are being paid under market value
- If you would like a raise
- You graduated with a higher ed degree or acquired new certifications
- You have absorbed new tasks that are not part of your job description
- You are being promoted

Quick Tips:

- DO NOT inquire or discuss salary until an offer has been made or it has been brought up by the hiring personnel.
- Let the employer make the first offer.
- DO NOT accept an offer immediately. Take 24 hours to think about it, considering all aspects of the offer (salary/wage, benefits, location, driving distance, work/life balance, etc.) It is often a good idea to reach out to Career Director at this time to help walk through negotiation strategies.

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Is the salary being offered at par with the current market?

Follow these first steps to identify the current market pay. If you find that they are offering you current market pay, it is recommended that you accept the offer.

- Research the current market salary hiring range by using the following websites. Take note of the advertised salary at each website, add all six (6) salaries together, then divide by six (6). That is the number you should be negotiating for. Good resources for reviewing salary ranges include:

- ❑ [Salary.com](https://www.salary.com)
- ❑ [Glassdoor.com](https://www.glassdoor.com)
- ❑ [Payscale.com](https://www.payscale.com)
- ❑ [Salaryexpert.com](https://www.salaryexpert.com)
- ❑ [Indeed.com/salaries](https://www.indeed.com/salaries)
- ❑ [BLS Occupational Outlook Handbook](https://www.bls.gov/publications/occupational/)

Note: Enter information honestly on the websites to get the most accurate number.

- Consider the other benefits being offered by the company. Is the whole package still incompatible with the value-add you will be bringing to the company?
 - Identify and list the benefits you would like to negotiate.

Is the salary being offered below the current market?

If you are being offered a salary and a benefits package not inline with what you have identified, continue with the list below. If you are at par or above the researched salary, you should not pursue salary/benefits negotiations. However, if you would still like to negotiate, continue with the list below.

Note: Negotiate salary or benefit, but not both. If salary is your first choice in negotiating, negotiate salary. If salary negotiation is denied, proceed with benefit negotiation or vice versa.

- Display value not greed: Create a list Identifying all of your strengths and skills. Keep this list on hand during your negotiations.
- Save the salary information/research conducted to have a resource while you state your case during negotiations.

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- Set up a mock scenario with with Career Director, family, friends or colleagues to practice how you would describe the value-add you are bringing to the company.
 - Discuss the skillsets and defend them with examples of projects.
 - Compare your skillsets to the job description requirements.
 - Discuss the six (6) sources of salary examples and the average of all of them compared to the offered salary.
 - Discuss benefits desires.