

# Negotiation Tips

## Why and When to Negotiate

In a survey of employers, it was found that 100% said it is appropriate for job seekers to attempt to negotiate salary. Also, many indicated that their initial offer is less than they are willing to pay because they expect a candidate to negotiate. Starting with the highest salary possible is important because future raises are typically based on a percentage of your current salary, and lifetime earnings will be significantly higher for those who do negotiate. The time to negotiate salary is after you have received a job offer.

## Prepare for the Salary Negotiation – Online Salary Research

Before you attempt to negotiate salary, it is important to know what the typical pay is in the field. Keep in mind there can be wide variations in pay depending on organization type, size, region of the country and experience level. Resources to research salary include Glassdoor.com, Salary.com or LinkedIn.com.

## Develop a Budget to Determine Your Bottom Line

Include everything you need to understand your financial requirements. Monthly payments on car, student loans, taxes and credit cards can be entered. Your monthly living expenses, such as rent/mortgage, cell phone, utilities, food, fuel, clothes and entertainment are important pieces of information. Consider adding an amount for an emergency fund. Moving expenses are another cost if you'll be relocating to take a position. Then, consider the lowest offer you will take so you will not resent the salary two weeks after starting the job.

## Let the Negotiations Begin...

Once an employer has offered you a position and disclosed the salary they plan to pay, you are then in a position to negotiate most openly and effectively.

### How to start:

“Is this offer negotiable?” or “How firm is that number?” or “What flexibility is there in this offer?”

“I’m a little disappointed in this offer. I expected something in a higher range.”

“Would you tell me how you arrived at this compensation to make sure I understand the salary structure? I want this to work for both of us.”

“Could you tell me more about the benefits for this position so I can understand the offer more completely?”

### Your negotiation will be strongest when you give reasons for requesting more money:

“I bring significant experience in \_\_\_\_\_, and would like you to consider a higher salary.”

“Based on my research of salaries in this field and my understanding of the supervisory responsibilities required of this position, I would like you to consider a higher salary.”

(If you actually have another offer in writing, you can say this.) “I have an offer with XYZ corporation for \$xx,xxx...would you be willing to match this?”

### If they indicate the salary is non-negotiable:

“Would it be possible to complete a performance review after six months and revisit compensation after you have had a chance to see my performance in this position?”

“Since it appears that the salary is non-negotiable, would you be willing to look at providing three weeks of vacation rather than two?”

## Remember

- Ask for time to think about the offer, then call back to negotiate rather than doing it on the spot, if possible.
- Always remain cordial, respectful and friendly.
- Remind the employer of your skills and experiences, not your financial needs and responsibilities.
- Once you have an offer that you agree upon, get all parts of the offer in writing.
- Only accept an offer if you fully intend to stop your job search and work at this organization.

## Finally, Celebrate Only When You Have the Offer in Writing!