

SALARY NEGOTIATIONS

Salary negotiation is your opportunity to discuss your terms of employment. It can set the tone for your work life and experience with an employer.

Before an offer is extended:

- Do not be the first to discuss salary; wait until the employer broaches the topic.
- Know the salary you are willing to accept for the type of position you seek, in comparison with your experience, education and the industry wage standards.
- Try to learn the salary range for the position before an interview.
 - Contacting the human resource department or a networking contact that works in the company may be helpful. The career development office also has salary survey information available, or you can research salary ranges using websites such as www.salary.com.
- Recognize the point at which you have the most power in the relationship: the period *after* an employer offers you a position and *before* you accept the offer.
- Do your research and understand what the company has flexibility in negotiating. Some employers offer pre-determined salary levels that are non-negotiable.

Evaluating an offer:

- It is not usually recommended to accept an offer on the spot. Express your appreciation and strong interest in the position, but request at least 24 hours to consider it (even when you plan to say yes). Ask any questions you need clarified.
- Assess the job offer in terms of your needs, benefits and long-term career goals.
- Make a list of pros and cons of the job offer. Discuss the offer with someone you respect.
- It is sometimes wise to take a position that might pay less than you expected. By doing your best each day, your new employer will see your valuable contributions and reward you at your annual review.
- Consider if the job description is clear. Note your reporting relationships and advancement potential. Keep asking questions until it is clearly understood. Careful thought and consideration will only gain you respect.
- When deciding whether or not to accept an offer, consider the following factors in addition to salary:
 - Health insurance
 - Retirement plan
 - Flex time and paid time off
 - Tuition assistance
 - Wellness program

Negotiating:

- Be positive and professional; do not become emotional or hostile.
- If the offer is less than you expected, state your continued interest in the position, but ask if the employer can reconsider their offer.
- If the same figure is offered a couple days later, it probably is the last offer.
 - In that case, you can ask for a salary review in six months to evaluate your performance and value. Or you can turn down the offer, asking the employer to keep you in mind for any future openings. This is difficult for a recent graduate to do and is only recommended for experienced candidates.
- If you are uncertain about the job, state that there are some items you would like to discuss before you can accept the offer. Suggest meeting further to talk about your concerns.
- When you reach an agreement, request the agreement in writing.