Salary Negotiation

Interview and Salary Negotiation
When a person is offered a job, he/she may not be prepared to discuss or negotiate salary. The excitement of getting an actual job may cause some job seekers to accept the first offer quoted because they are concerned that negotiating will harm the job offer. So be prepared; the time to discuss salary is when the initial offer of a job is made.

IMPORTANT: Never be the first to bring up salary and benefits. Wait until an offer is made or the employer approaches the topic!

Key Points
- Research your salary range, be prepared to respond and stay flexible.
- Let the interviewer bring up the topic of salary.
- Do not accept the job without discussing the salary.
- Avoid a specific amount, instead give a range.

Difficult Questions
- Have you thought about salary?
- What salary are you expecting?
- What is the minimum salary you would accept?

Possible Responses
- What is the salary range for this position?
- I’m very interested in the position and my salary would be negotiable.
- Most of my peers who are graduating in this major are receiving offers in $____ range. The national average for a person with my education, experience, or training is $_________. Considering the cost of living factors here, I would expect a salary in the mid $_________.

Negotiation Points
- Know in advance the salary range for your field and in your geographic area of interest.
- Prepare a budget to determine your financial needs.
- Decide before you go into an interview what salary you will accept.
- Be realistic; entry level salaries are less negotiable than salaries for mid-level and executive positions.
- Practice your salary negotiation skills with a friend.
- Document your skills and accomplishments and be prepared to talk about them.
- Once you have accepted a job offer and salary level, be sure to get it in writing.

Market Rate/Salary Range Information
- Review the collection of salary survey info in the Career Center
- Use job listings which indicate salaries for related positions.
- Ask your friends and networking contacts.
- Call employment agencies or executive search firms.
- Contact professionals associations.
- Review business and trace periodicals.
- Check out the on-line salary surveys.
- Use websites like Payscale.com, Salary.com or Sperling’s Best Places.

Negotiation Plan
- Negotiate one point at a time.
- Negotiate base pay first and then the points with which the employer will agree.

Understand What the Comprehensive Benefit Package might include the following:

Bonuses: Desirable office
Child and day care services: Discounts on company products
Cellular or wireless telephone: Sick and Family leave
Commissions: Overtime
Company credit card: Paid travel for spouse
Cost of living adjustments: Parking

Personal leave
Professional membership dues
Profit sharing plan
Relocation expenses
Retirement plan
Expense accounts