



Salary Negotiations



The Conversation

When you get an offer:

DO:

- › Thank them and demonstrate appreciation for the offer
- › Tell them you'd like to consider the offer and would like to know who you can speak to about negotiating salary and benefits
- › Ask for the offer in writing so you can take your time to review it
- › Ask when the individual needs to know your decision by

DO NOT:

- › Accept the offer on the spot – even if it is more than you expected
- › Come to the conversation unprepared (your employer may be ready and available to enter the negotiation process upon extending the offer)
- › Neglect to negotiate things beyond base pay such as:
 - bonuses, salary reviews – timing, basis, percentage, benefits, retirement, parking, overtime policies, sick days/vacation, tuition reimbursement, employee discounts, relocation/moving expenses, professional memberships, professional development, certifications, sign on bonuses



When is it appropriate to negotiate?

Once an official offer has been extended:

- › **AVOID** asking or answering any questions about desired salary throughout the interview process. These questions can be deflected with responses such as "I'd like to continue to learn more about this position and its responsibilities before estimating my value in this position." If an employer absolutely persists on you giving a specific amount, you can demonstrate that your research has indicated that you can expect to make between \$____ and \$____ based on the position and the skills you bring to the table.
- › If you have tangible evidence that your current salary is too low, you may be in a position to negotiate.