

# Salary Negotiation

Thirteen tips to help when negotiating a salary before you take the job.

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- 1. Start by evaluating what you have to offer:** Know exactly how much value you can offer an employer before you begin the process. Some factors that can influence your compensation include.
  - Geographic location
  - Years of industry experience
  - Years of leadership experience
  - Current job market
  - Education level
  - Career level
  - Skills
  - Licenses and certifications
- 2. Research the market average:** Knowing the market average can give you a baseline for your salary request and can be used as a justification.
- 3. Prepare your talking points:** Answer the following question and use it as a framework for your conversation. “Why do you feel you deserve a higher salary than the one the employer is offering?”
- 4. Schedule a time to discuss:** Reach out to the hiring manager to set up a time to speak over the phone. It’s acceptable to negotiate over email; however, it’s highly encouraged for the conversation to happen over the phone.
- 5. Rehearse with a trusted friend:** Get comfortable talking about money by practicing your talking points with a trusted friend or career specialist. Recording yourself or talking in front of a mirror can also help you gain confidence and identify areas for improvement. The more you practice, the more comfortable you'll feel.
- 6. Be confident:** Delivering your negotiation with confidence is as important as the words you say. Lack of confidence can result in over-explaining or apologizing for your ask. Confidently and simply state your requested salary, including a summary of your reasoning.
- 7. Lead with gratitude:** Even if you decline the offer, do it in a friendly and professional manner.
- 8. Ask for the top of your range:** When negotiating your salary with an employer, give them a slightly higher number than your goal. This way, you can still get a salary offer you're comfortable with even if you negotiate down. Avoid giving a salary range as the employer may offer a lower amount. Make sure the lowest number you give is still fair.
- 9. Share job-related expenses you're incurring:** If you're moving to a new city for a job, you can ask for a higher salary to help with the costs of moving and selling or leasing your current home. Don't forget to factor in the cost of commuting, such as gas or public transportation, and any wear and tear on your vehicle.

10. **Prepare for tough questions:** The hiring team negotiates often, so they will be prepared to ask important, sometimes intimidating questions to figure out your motivation. Don't get rattled by these questions and remain honest. Some questions they may ask include.
  - Are we your top choice?
  - If we come up in salary, will you accept the position immediately?
  - Do you have any other offers?
11. **Be flexible:** If you can't get the salary you want, consider asking for other perks like stock options, extra vacation days, sign-on bonuses, or work-from-home opportunities to offset a long commute. If the employer can't increase the salary offer, be prepared to suggest alternatives.
12. **Ask questions:** When negotiating, remaining confident and calm is important. If the other person reacts negatively or immediately rejects your counter, asking open-ended questions can help. Examples include asking about the budget for the position, what information is needed to decide, or whether there are other negotiables besides salary.
13. **Don't be afraid to walk away:** Sometimes, a job may not meet your salary or benefit requirements. You'll have to decide if it's worth it. If it's closer or more flexible, you might consider accepting a lower salary. If not, it's okay to decline and keep looking.