



OFFICE OF CAREER & LEADERSHIP DEVELOPMENT

10 Salary Negotiating Tips

1. Be Persuasive

- ✓ Negotiation is NOT confrontational however, don't be afraid to persuade someone that it might benefit the organization to pay you more.
- ✓ Don't force compensation – at some point “it is what it is”. Trying to force the matter can potentially damage your relationship and reputation.

2. Aim High but be Realistic

- ✓ Unrealistic and unsubstantiated demands will hurt your credibility and *could* cost you the employer's best offer.
- ✓ Focus on concrete requests to which the employer can realistically say “yes”.

3. Start off with the Right Tone

- ✓ Start off by thanking the employer for their offer.
- ✓ Begin the negotiation with reasonable requests – start with salary.
- ✓ Discuss some of the high points of previous interactions with the employer.
- ✓ Do NOT ever use ultimatums, threats and other coercive behavior.

4. Listen Carefully to the Employer

- ✓ Listen to the details of the offer.
- ✓ Do not interrupt the employer's initial offer – give him/her the opportunity to fully discuss the key components of the total compensation/benefits package.
- ✓ If possible, write down the specifications and any questions you have.

5. Anticipate the employer's interests

- ✓ Just like you, the employer has needs and concerns of her/his own.
- ✓ To persuade the employer to meet your salary needs, your concrete skills & experiences will have to address his/her and the overall organization's interests and needs.

6. Create several options – be creative

- ✓ Joint brainstorming with your possible new supervisor is the most effective way to find ideas that satisfy both of your interests.
- ✓ Try to create possible solutions and then decide among them.
- ✓ Don't lose sight of the fact that you and the hiring manager are working toward the same ultimate goal -- putting your skills to work for the company. To find a mutually acceptable package, you'll both have to be flexible.
- ✓ Divide the compensation you seek into “needs” and “wants,” and be willing to concede some wants to meet your needs.

7. Focus on objective criteria

- ✓ It is far easier to persuade someone to agree with your proposal if she or he sees how that proposal is firmly grounded on objective criteria.
- ✓ Think about what similar organizations pay people of like experience and how you can contribute to the company/organization.
- ✓ Negotiations should never become emotional or hostile. Use your value, skills, experience, and education to negotiate. Do not use your need for the job to negotiate.

8. Think through your alternatives

- ✓ In case you cannot persuade your supervisor to say yes, you need to have a plan B which will also satisfy your interests.
- ✓ Part of your preparation should include a specific action plan so you know what you will do if your immediate needs are not met.
 - What are your other options?
 - Are you *really* willing to walk away from the table?

9. What to do if you can't compromise?

- ✓ Thank the employer for the opportunity in a professional way.
- ✓ Outline your reasons providing details and spelling out your concerns and/or objections. Be open and honest.
- ✓ Keep the communication line open, positive, and professional.

10. Review to learn

- ✓ The only way you can really improve your ability to negotiate is to learn from your experiences.
- ✓ After you finish negotiations, reflect on what you did that worked well, and what you might want to do differently.