



Salary negotiation is a normal part of the hiring process, and employers expect it. Approach it with preparation and confidence.

## **JOB OFFER**

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*A job offer is a comprehensive package, not just your salary, the employer extends. It can include the following benefits:*

- Health and retirement benefits
- Vacation time
- Sign-on bonus
- Performance evaluations (timing)
- Professional development options, tuition reimbursement
- Flexibility of work schedule, telecommute options
- Travel requirements, company laptop/cell phone
- Stock options

## **NEGOTIATING BASICS**

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*Know when to negotiate:*

- Negotiate only when you feel you are not being offered what you and the job are worth
- Do not negotiate just for the sake of it
- Do not negotiate until an offer is made
- Understand the economic and company climate

*Know your strengths, you have more negotiating power than you think:*

- Relevant work experience includes internships, clinical, field placements, work-study, summer jobs and more
- Technical expertise highly sought-after
- Graduate degree in an area of expertise
- Job offer from another employer that provides a higher salary (use only if you have not already accepted)

*Know what you want:*

- Consider other elements of your compensation package in addition to the salary

*Know what you're worth:*

- Your credentials/career path
- Your professional qualities
- Your potential to deliver a prompt return on the employer's investment
- Research salary ranges for the position you applied to

## **CONDUCT SALARY RESEARCH**

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*Things you need to consider/research:*

- Your worth
- Your budget
- The industry of the employer
- The geographic location
- How much recent grads are getting paid
- The position, company, and competition
- How much are similar positions offering

*Resources for salary research:*

- Salary.com
- PayScale.com
- Glassdoor.com
- Bureau of Labor Statistics (BLS)

## **SALARY TALK BASICS**

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- Once an offer is made, then you begin to negotiate
- Know your cost of living needs, and what the market suggests for a salary
- Have your range ready to provide, and know your value/worth



## THE SALARY QUESTION

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*On the application:*

- An employer may ask the following as a screening device on an application
  - Salary requirement -how much you expect to get paid
  - In Maine, salary history is only allowed to be known until after accepting a position
- Possible application responses to salary requirements
  - Provide your salary requirement
  - Provide a wide salary range
  - State that you “expect competitive or fair compensation”
  - Express your salary flexibility
  - State that you would prefer to discuss salary in an interview

*In the Interview:*

- If asked about your desired salary during an interview, you should express the following
  - Your interest in the opportunity
  - Your expectation to be paid in line with market conditions and your experience level
  - Your willingness to discuss salary once you and the company decide you’re the right person for the position
- If pressed for a response, provide a salary range, not a specific dollar amount (a specific amount might be lower than the intended offer)

## THE JOB OFFER

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*Once have a job offer, you should consider several factors:*

- Thank the interviewer for the offer and express your interest in the company and position
- Ask for time to review and evaluate the offer; it is customary to ask for 2-3 days
- Ask who to contact with questions about the benefits

## THE COUNTER-OFFER/COUNTER-PROPOSAL

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*The counter-proposal:*

- In person or via a phone call (it is best **not** to negotiate via email)
- Use your best judgment
- It is up to you to demonstrate your value to the company and why you are worth the added investment
- If salary cannot be negotiated, consider negotiating other aspects of the benefits package

## DON'T FORGET

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- Throughout the negotiation process, stay positive, and make sure to continue to sell your skills and experiences
- Never make demands – keep the tone conversational instead of demanding
- **Avoid continuing to make counter-offers**; after you have negotiated what you feel is appropriate, either accept it or decline it; remember, a job offer can still be rescinded
- If you do not plan to accept the offer at any time, do not begin the negotiation process as it is a waste of your time and the company’s time
- **ALWAYS** ensure that what has been agreed upon is documented in writing; a handshake is not sufficient

## MISTAKES TO AVOID

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- Settling/not negotiating
- Focusing on need/greed rather than value
- Weak research or negotiation prep
- Making a salary pitch too early
- Accepting a job offer too quickly
- Declining a job offer too quickly
- Asking for too many changes in a counter-offer
- Being too pushy
- Taking salary negotiations personally
- Not asking for the final offer in writing