

Salary Negotiation

The ideal time to negotiate a salary is after a job offer has been presented by the employer. If you are asked about salary prior to securing the job, politely deflect until you have a job offer. Tell the employer that you would like to know more about the responsibilities and the challenges of the job prior to discussing salary. Explain that you are open, based upon the position and the overall compensation package. If you are still pressed for a number, present a wage range based on research of market salary for the area using websites like *salary.com* and *payscale.com*.

Research Salary Information

Know your worth in the workforce and be prepared to justify it during salary negotiation. Research the salary range for the specific job title in the location of the position and adjust for your experience and skill level. Be prepared with specific examples of skills to demonstrate experience level. Online resources like *salary.com* and *glassdoor.com* include information on average salaries for specific areas and/or companies.

Calculate Budget and Financial Expenses

Calculate the income needed to live in a location including fixed and variable expenses. Consider cost of living. Visit www.bestplaces.net/col/ or *salary.com* to compare cost of living expenses for locations. Estimate your post-graduate expenses including student loan payments.

Salary Negotiation Tips

- Determine a salary range and indicate your minimum acceptable salary at the bottom of the range.
- Take time to review and consider the offer.
- Be professional and persuasive. Make suggestions with confidence.
- Explain how your experience fits with the employer's needs, demonstrate how you will contribute to the company, and base your negotiation on salary/wage research.
- Do not burn bridges. If you want to decline an offer, act in a polite and professional manner.
- Never lie about past salary and/or wages.
- Consider the value of benefits and perks in your salary expectations, such as bonuses, tuition reimbursement, health insurance, paid time off, telecommuting options, and promotion potential.

Employer Requests	Reply Options
"What are your salary requirements?"	A. "I did some research for today's interview, and I believe that \$____ to \$____ would be a fair range." B. "I would need to see the whole compensation package before I could answer that. Can we talk more about the other benefits being offered?"
"We are prepared to offer you a salary of \$____ a year. Is that satisfactory?"	A. "I appreciate the offer. I would like time to review the salary and benefits for the position." B. "I would like to discuss the salary offer. I researched salaries for [job title] in [industry]. Based on the research and my experience level, I am requesting [salary range]."