

# HOW TO NEGOTIATE PAY

THIS SHOULD ONLY BE ATTEMPTED AFTER A JOB OFFER HAS BEEN MADE

## THINGS TO CONSIDER:

### **Job industry:**

Look at trends in the market to see what the average pay is for that field and title. Look specifically for your location and experience level. This way, when you ask for a range or a specific number, you know you are in the ballpark of other companies. Where to get started with your search:

- Glassdoor
- Indeed
- O\*Net
- Payscale.com
- Salary.com

### **Experience level:**

The more experience and education you have, the likelier you are of earning a higher salary. Using the same search engines as above, look at the differences in the salary depending on how many years of direct experience you have in that field as well as what degree(s) you have.

### **Other things to negotiate:**

Salary is not the only thing you can negotiate. Think about perks and benefits. Time off = money.

Other things to think about negotiating:

- Time off / vacation days
- Flexible hours / Work from home options
- Training, professional development and certifications

## PREPARE YOUR CASE:

### **Explain why you feel you deserve a higher salary:**

Ensure you build your case on your education, experience and the trends in the job market for this role. How will your skills and strengths benefit the company? Be ready to answer tough questions; "why do you deserve this salary"?

### **Know when the negotiation is over:**

Discern what is the bottom amount that you will agree to or walk away from. If you are set on that number, be prepared to walk away from the offer or come to terms with something lower than you thought.

If you need time to think through their answer, ask for that time. Respond within 24 hours. Know that they may need time to discuss your request with others as well.

Do not continue to go back and fourth. Negotiations should only take a few days. Remember, time is money. If you continue to go back and fourth, you risk your offer being pulled due to inability to come to an agreement.

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## PUTTING IT ALL TOGETHER:

"Thank you very much for offering me an opportunity to work at (company name). I feel confident that this opportunity is one that will utilize my skillset and provide me the opportunity to work for a company with similar values as my own. I am wondering if, due to (my education, median salaries for that title, my experience in..., unique skills - examples of), you would consider a salary/hourly rate of \$\_\_\_\_\_? Once again, I want to express my gratitude for being offered this position and look forward to hearing from you."

## DONT FORGET:

Get the offer in writing

Thank them for their time and restate your excitement for the position