



NEGOTIATION GUIDE



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NEGOTIATION GUIDE

WHAT IS A SALARY NEGOTIATION?

Salary negotiation is a process where one individual or party negotiates a monetary amount (commission, earnings, income, pay, salary, and wage) with another party.

RESEARCH

When starting to think about salary negotiation, it is a good idea to explore realistic rates based on your role, industry, and location of your employment. It is important to enter a negotiation conversation confident, and with the appropriate resources and knowledge to explain why you believe you are qualified for the amount you are asking for.

SALARY TOOLS

Using sites like Glassdoor or the 'Know Your Worth' Tool will allow you to explore some of the market trends when it comes to salary through first hand reports from employers in your industry.

Glassdoor

This website pulls aggregate amounts of data from first hand testimonials from employees working in similar industries and job functions based on location. You can get an accurate estimate of what one could be making in a similar role as you are interested in based on a low, average, and high rating.

Other helpful websites to help you research salaries include [CareerOneStop](#) or [The Bureau of Labor Statistics](#).

- [CareerOneStop](#) is the flagship career, training, and job search website for the U.S. Department of Labor. The website serves job seekers, businesses, students, and career advisors with a variety of free online tools, information and resources.
- [The Bureau of Labor Statistics](#) is a unit of the United States Department of Labor. It is the principal fact-finding agency for the U.S. government in the broad field of labor economics and statistics and serves as a principal agency of the U.S. Federal Statistical. Salary.com builds upon trusted data and the intuitive software that you need to make compensation decisions with confidence.

BEFORE YOU NEGOTIATE

Understand your Value

Think about the positions you are targeting, and think about how your experiences, accomplishments, skills and achievements demonstrate the value you will bring to the employer. Consider leadership experiences, projects, and work/internship experiences and take notes on what you can bring to the workplace.

Research your Targets

Make sure that you do your research on realistic **salary ranges** for comparable roles or job titles using Salary Tools, and consider trends in your industry, economic conditions and company factors as well.

After, identify your **target range** by creating an aligned **budget** – this will also help you understand your minimum. Is there a number that is non-negotiable that does not fit with your lifestyle needs? Use a [Budget Worksheet](#) to create your budget and use a tax calculator to understand your possible take home pay. Make sure to also consider benefits that you may receive and what might be important to you in your process.

If you are relocating, make sure to consider the [cost of living](#) in your location of choice.

WHEN YOU NEGOTIATE

Evaluate Fit

Determine whether the job aligns with your skillset, values, personal, and work or lifestyle considerations. You might consider the supervisor, the company dynamics, your marketability, the culture, growth opportunities, and future development.

Consider the 'When'

The ideal time to discuss salary is when there is strong mutual interest on behalf of each party, which is in the latter stages of the interview process. Some employers intend to establish a baseline before that time, but you want to do what you can to avoid that discussion until the time is right. If an employer asks for this information during the application process, you can leave these fields empty or write "0." If progressing towards an interview, practicing a diplomatic response ahead of time, like "I would like to learn more about the role before aligning on salary..." or inquiring about the range can be helpful.

DURING NEGOTIATION

Responding to an Offer

When you receive a job offer, this should include the compensation as well as benefit information – make sure to ask any questions you need to, ask for the benefit information if it is not included or discussed, and request time to give it careful consideration. If you get an offer at or above your target, that's great news, but you still need to decide if you intend to negotiate further so make sure to review your total package.

If you get an offer below your target, you can attempt to negotiate or propose a counteroffer which could include benefits or compensation. Remember that regardless you will want to communicate enthusiasm and an attitude of gratitude first and try not to 'make demands' but focus on your value and what is good for the employer if needed, e.g. "Is there flexibility with..." then provide support.

NOTE: It is ok to walk away - understand your current situation, the amount you need, the amount you deserve, and know your walk away number.

REQUESTING TIME

Do not feel obligated to accept an offer on the spot. After you have received an amount and benefit information, you can request a reasonable time to think over your offer and provide a timeframe to get back to your employer.

GET YOUR OFFER IN WRITING

After negotiations have been completed an agreed amount from both parties has been achieved, be sure to request an updated formal offer in writing so you and the other party have a committed agreement set forth that can be included in your employment package.

SAMPLE BENEFITS

Compensation extends beyond salaries and wages. Employer benefits are equally as important to consider when approaching an offer with an employer. Be sure to consider the different types of offered benefits in addition to the salary proposed to evaluate your employment options.

There are many different types of benefits an employer can offer as a part of your compensation package. Below are examples of benefits that could be offered by your employer:

- University Tuition Reimbursement
- Training, Professional Development
- Childcare
- Health & Fitness
- Flexibility Work Arrangements/ Schedules (working from home/travel)
- Compensation for Commuting
- Paid Time Off (Vacation & Sick)
- Retirement Benefits
- Maternity or Paternity Leave
- Insurance
 - Health
 - Dental
 - Vision
 - Life
 - Disability

When considering an offer, think about the entire benefit package, not just the salary. For more tips and guidance on negotiating a salary view LinkedIn Learnings, [Negotiating Your Job Offer](#), course for more detail