

# Negotiating a salary

## Reflect/research prior to interview

- Understand your strengths and why/how you are unique and how you compare to others.
- Research and know the salary range of the position for which you are interviewing, [www.glassdoor.com](http://www.glassdoor.com) is a great resource.
- Practice the negotiation session with a Career and Industry Specialist, or a trusted friend or family member.

## During the interview

- Do not initiate a conversation about salary or the compensation package.
- If asked about salary in the interview, respond by saying that you are more interested in finding a position that is a good fit and that you are confident the employer is offering a competitive salary. If pushed for more information, respond with a salary range that is in line with what you researched beforehand.
- Never accept a job offer on the spot, make sure you receive a formal offer with all of the information in the compensation package. Request from the hiring manager for one to three business days to review the package.

## When you receive the offer

- You should always get your final offer in writing. Don't sign any documents until you've read the offer thoroughly.
- Start with thanking the employer and begin the negotiating process with positive comments regarding the company and the position.
- Provide ample justification that what you are asking for is fair and reasonable, be sure to present this information in a professional manner.
- Have clear evidence that your price is in line with the market or with that of other employees in similar jobs in the company/industry, not your lifestyle goals.
- Avoid commitment words: always, must have, deal-breaker, never, won't consider. Successful negotiations require restraint and appearing impatient or greedy will work against you.
- Don't run the risk of starting off on the wrong foot by making them reconsider you because you played hardball over salary.
- Consider negotiating other aspects of your offer: benefits, vacation, bonuses, start date, and relocation costs.
- During the process, hear what is being "communicated" not just what is being said. Listen for leading questions: "How does that sound to you?" or "Tell me how you feel about that."
- Be aware of body language and other subtle signals.
- Be sensitive to the employers' perspective while negotiating.
- Keep in mind your industry; some industries, like public entities, may offer less flexibility of salary; whereas a private industry position may offer more negotiating room.
- Accept the offer once you receive a compensation package you feel is fair.
- For additional information, view our video on salary negotiations at [links.asu.edu/asusalarynegotiation](https://links.asu.edu/asusalarynegotiation).

## Determine your compensation requirements

Based on the industry, and what peers in your position would likely be receiving, what is your ideal salary range?

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What certifications/trainings/special experience do you have to justify this range?

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What non-salary items are feasible with the company you are negotiating with?

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## Non-salary compensation package examples:

Flex time  
Signing bonus  
Yearly/quarterly bonus  
Moving/relocation costs  
Profit sharing  
Retirement/401K  
Stock options/equity  
Incentive savings

Paid vacation time  
Laptop/personal computer  
Educational reimbursement  
Commuting expenses/parking  
Maternity/paternity leave  
Child care expenses  
Life insurance  
Health/dental/optical insurance

Company car  
Cell phone  
Club/association membership  
Corporate recreation facilities  
Start date  
Early reviews with option for salary increase