

THE CATHERINE  
CAREER GUIDE TO

# Salary Negotiation

## What is a Salary Negotiation?

Salary negotiation is a process in which you and a representative of your current or prospective company discuss the terms and conditions of employment, including a salary base.

Whether you are a long-time employee or a new hire, if you feel that your salary does not reflect your abilities, negotiate to ensure you are getting fair market value your skills, experience, and knowledge.

## Tips and Suggestions

- 1. What is your salary goal?** Research the typical salary for the work you are seeking by checking online resources (Indeed, Salary.com, PayScale, Glassdoor, etc.), and by talking to people in the field. Ask them what is a normal salary range as well as issues or protocols that may be important in negotiating a salary in that field.
- 2. Articulate what you have to offer, how it meets or exceeds the job requirements, and why you want an increase over what they are offering.** There can be many reasons for asking for more - you have more experience, you have a strong track record of success, you know you will be able to exceed your goals, etc. Be clear with details about what you have to offer, and why it is worth it for the organization to meet your salary demands.
- 3. Practice, practice and practice negotiating** so you are comfortable in responding to questions and handling a situation with poise and in a professional manner. Practicing negotiations with a career counselor or a faculty person is highly recommended.
- 5. If the employer is not willing to increase your starting wage,** ask about how your work will be reviewed and if an increase could happen in 3 to 6 months if you exceed expectations. Some people disagree with this approach, but it can work successfully.
- 6. Ask about other benefits besides salary.** If an employer has great benefits and your health care is very affordable, that can be a big cost benefit to you. Extra time off, employer retirement contributions, and ongoing employer provided or paid for professional education and training are important to consider and can be sizable financial benefits.
- 7. Don't back down too quickly.** Negotiation is often based on offers and counter offers.

8. **Know what your bottom line is and when you will walk away.** If it is a great job with an employer you really want to work for, sometimes a slightly lower salary to start can be OK. Salary is very important but it is not always a deal breaker. You may want \$60,000 but if the job is amazing, it pays \$45,000 with great benefits, and you can live on the salary saying “yes” can be a good choice. Also explore and weigh options for higher salaries and promotions down the road.

For individual help and advice on this, make an appointment to see a career counselor in the Career Development Center CdC 210 – 651.690.8890. Individual coaching can be so helpful!

## Salary Information

**NACE Salary Calculator Center** offers the most accurate compensation data available — <https://www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php>

**PayScale** offers a questionnaire to help you target a salary range. — <https://www.payscale.com/>

**Salary.com** — <https://www.salary.com/>

**Glassdoor** — <https://www.glassdoor.com/Salaries/know-your-worth.htm>

**LinkedIn** — <https://www.linkedin.com/salary/>

**SalaryExpert** provides cost-of-living data for an individual by earning levels, plus a comparison to the national average cost of living. — <https://www.salaryexpert.com/>

## Online Articles

<https://www.glassdoor.com/blog/guide/how-to-negotiate-your-salary/>

<https://www.careeronestop.org/JobSearch/Interview/negotiate-your-salary.aspx>

[www.forbes.com/sites/lisaquast/2014/03/31/job-seekers-8-tips-to-negotiate-your-starting-salary/](http://www.forbes.com/sites/lisaquast/2014/03/31/job-seekers-8-tips-to-negotiate-your-starting-salary/)

[www.workcoachcafe.com/2014/08/18/negotiating-starting-salary-new-job/](http://www.workcoachcafe.com/2014/08/18/negotiating-starting-salary-new-job/)

<https://www.glassdoor.com/blog/guide/how-to-ask-for-a-raise/>



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[www.stkate.edu/career](http://www.stkate.edu/career)

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