

SALARY NEGOTIATION

You've aced the interview, and the job offer is on hand, but the salary isn't quite what you were expecting. What do you do? Negotiating a salary is an option, but how do you do it with grace and success? Salary negotiation is about how to best communicate your qualifications, value, benefits, and performance to employers in exchange for status, position, money, and extra perks.

Knowledge Needed to Begin Negotiating

- Skills and talents you bring to the employer
- Your life and work values
- If the organization has a history of bargaining
- How much you need to survive financially

Steps In Evaluating a Job Offer

1. Perform salary research to determine the going rate for the position using www.udel.edu/CSC/findajob.html
2. Have a salary range in mind instead of one figure
3. Examine the total compensation package, including the following:
 - Benefits (healthcare, disability, retirement, vacation, etc.)
 - Training Opportunities
 - Education Advancement
 - Professional Advancement
 - Other perks (Car, cell phone, laptop, pager, etc.)

Mistakes in Salary Negotiation

- Not knowing worth of yourself or the position
- Not conducting basic salary research
- Lying about past salary history or alternative salary offer
- Failing to be realistic- can be perceived as being "greedy"
- Using email or telephone to negotiate salary
- Not getting the offer in writing
- Being too quick to accept employer's first or second offer
- Playing "hard to get" when you have little or nothing to leverage

Myths About Salary Negotiation

MYTH: Salaries are determined by the employer and I must accept the salary offered

REALITY: Some employers have flexibility in determining how much money they offer since they operate with salary ranges for positions

MYTH: Everything is negotiable

REALITY: Everything is not negotiable. High-level positions are more negotiable, mid-level positions are less negotiable, and entry-level positions are rarely negotiable.

MYTH: Annual salary increases reflect job performance

REALITY: Not necessarily. Unless you have in writing that your salary is tied to your performance, your annual salary increase may reflect cost of living increments.

MYTH: If asked, I should state my salary requirement in a cover letter or on application

REALITY: The best response is to state that your salary requirements are “open” or “negotiable”. If pressed for a figure, provide a salary range.

MYTH: I should never discuss the issue of salary during an interview

REALITY: Be prepared to discuss only a salary range and not a specific amount. Inform the employer that salary is important, but it is more important for you to know what the job requires. State that you believe that the organization will offer you an appropriate salary based on your qualifications and experience.

Accepting a Job Offer

Make sure you...

- Clarify specific duties and responsibilities
- Have supervisor communicate expectations performance during the year
- Evaluate the full compensation package that is offered
- Ask about how your performance will be reviewed, evaluated, and compensated.
- Accept the offer verbally
- Have offer presented to you in writing within the next 2-3 days
- Follow up your acceptance of the offer with a thank you letter that includes job title, annual salary, and start date that you are confirming