

Research Salary and Negotiate Offers

NEGOTIATING SALARY:

- 1. Do Your Research:** *Expect the conversation, Go into it with data.*
 - If the salary is negotiable, provide a salary range that works for you.
 - A \$5,000 range is acceptable.
 - Know your range based on average salary, adjusting for cost of living in the location you'll be working, and your level of education, background, and skills.
 - Use the NACE Salary Calculator, Salary.com or Glassdoor.com to find your range.
 - Ask a Career Counselor in the ACPC for more information.
- 2. Timing Is Key:** *When do I have the conversation?*
 - Internships are not usually negotiable.
 - You do not want to introduce the topic before a job offer is received
 - Prior to an offer: Your focus should be on explaining how you can add value to their organization and on obtaining information about the specifics of the actual job and the organization. The company should get the impression that your primary focus is on your investment in their organization...not the money.
 - The recruiter may bring it up earlier in the process. So be prepared to have the conversation at any point.
- 3. Adopt a Win/Win Mindset:** *The ultimate goal is an outcome pleasing to you both*
 - Approach your negotiation with the attitude that you also want your employer to get something out of the interaction.
 - An employer wants to gain an employee who will add value to the organization at a "reasonable" cost.
 - You want to gain employment where you add value and are fairly compensated for your talents and efforts.
- 4. Negotiation Is Not a Bad Word:** *Ask, but don't wait until the last minute*
 - Most employers expect some degree of negotiation.
 - How it is done makes the difference between a positive and negative experience.
 - You may begin by asking what the employer anticipates paying someone with your level of education and experience.
 - Be respectful, understand that you may have to give a little to get a little, and *always* express appreciation that you have received an offer.
- 5. Practice:** *Clarify any lingering questions and talk it through*
 - Drop in to the ACPC to practice the negotiation conversation.