

SALARY NEGOTIATION



Know Your Value

Find **Objective Data** and accurately research your **marketplace value**. You own documented accomplishments.

Identify Target Salary and Benefits

[Salary.com](https://www.salary.com) gives you an approximate salary range. Find your location and best-fit job description. Identify your minimum, target, and bolstering range. Note that total compensation includes benefits.

Know Your Strategy

It's important to prepare beforehand and have a strategy. Below are important tips to craft an effective salary negotiation:

- Start negotiating your salary **AFTER** you get the job offer.
- Avoid being the first to mention salary or name a number. Do not make an ultimatum offer.
- Keep the negotiation objective, not personal. Do not make comparisons with others.
- Secure the offer in writing so you have a record of the interaction.
- Consider the value of benefits or benefit packages and weigh that into the overall offer.

Great Online Resources

Below are some great salary negotiation resources:

- [Salary.com](https://www.salary.com)
- [Paycheckcity.com](https://www.paycheckcity.com)
- [Careercontessa.com](https://www.careercontessa.com)
- [ISU.edu/career](https://isu.edu/career)

Practice, Practice, Practice!

Make and use notes in practice, as well as real negotiations. For best negotiation results, prepare and do your research in advance. **Practice** interview questions and salary negotiation.

TACTICS

Employer: "So what do you want for a salary?"

You:

"I'll consider any reasonable offer."

"You know better than I do what this job is worth."

"My research tells me that someone with my skills, education, and qualifications doing this job earns between ___ and ___. What is your offer?"

If pushed hard to name a figure, **always give a range** rather than a single number.

Created by Ann Swanson (SBDC) and Linda Leeuwrik (AAUW). Have more questions? Email Ann at swanann@isu.edu.

