

# Tips for Negotiating Salary

## 1. Don't go in blind. Do some research!

- Do you know what YOU are worth? Consider what you have accomplished in a previous role or what contributions have you made to a former employer that justify a higher salary.
- What is the going rate for this position? Check public information sources, like [payscale.com](http://payscale.com), [glassdoor.com](http://glassdoor.com) and O\*NET OnLine.

## 2. How to answer if salary is brought up during an interview...

### **If asked to share salary expectations/desired salary:**

- "I'd rather talk about that after I've received a job offer."
- "I'd like to see if I'm a good fit first before we discuss salary."
- "I'd appreciate it if you could make me an offer based on whatever you have budgeted for this position, and we can go from there."
- "What is the salary range for this position or similar positions with this workload at this organization?"

### **If asked to share salary history:**

- "This position is not exactly the same as my last job. I'd like to discuss what my responsibilities would be here and then determine a fair salary for this job."
- "I'd appreciate it if you could make me an offer based on whatever you have budgeted for this position, and we can go from there."
- "My salary history and expectations are in line with my professional achievements and experience and with the requirements of the position."

## 3. Consider factors other than base salary.

- Are there opportunities for commission or a quarterly bonus?
- Can they guarantee an annual percentage raise or a regular cost-of-living adjustment?
- Do they offer a 401k? Is there a company match? How soon are you vested? Are there stock options for employees?
- Can you negotiate for additional vacation time or PTO? Perhaps working one day from home or regular telecommuting would be open for discussion?
- Would they offer you a sign-on bonus or relocation package if moving out of state?

## 4. Don't be afraid to ask for some time to think it over.

- Once you've received an offer, it's okay to ask for a day or two to consider it. Thank them, of course, but insist that you'll need to run it by your spouse, look at how the fringe benefits (like healthcare) compare to your current employer, consider the difference in cost of living, etc.
- If you're planning to counter the offer, make sure you're prepared with all of your requests at one time. Don't ask for more money first, then try and renegotiate for more time off later once the bottom line is settled.