



Negotiating Salary and Job Offers Guide

Negotiating salary can be uncomfortable, but it doesn't have to be. Being aware of salary options shows you are fully aware of the job you are applying for.

Researching Salary Information

If you are trying to find information about salary estimates for different career fields, the following resources may be helpful:

- ✓ **NACE Salary Calculator**
<http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php>
- ✓ **Salary**
<http://www.Salary.com>
Salary information by job type and region.
- ✓ **Glassdoor**
<http://www.glassdoor.com/index.htm> Links to salaries offered by a variety of companies.
- ✓ **JobSmart**
<http://jobstar.org/tools/salary/index.cfm>
Links to 300 salary surveys.

Rules for Negotiating Salary

- 1 **Rule 1:** *Don't negotiate salary during the job interview.*
You don't know if you are the preferred candidate. You should avoid mentioning salary in the interview. Wait until you are offered the position. This is the time to negotiate, if the offer is good, accept it!
- 2 **Rule 2:** *Don't negotiate unless you're ready to accept an offer.*
Does it fit your values and interests and needs? Think about all aspects of the job (i.e. work environment, job description, location)
- 3 **Rule 3:** *Know what you're worth and what you need for living expenses.*
This is one of the most important parts of salary negotiation. Research salary ranges prior to your interview. Use the internet to find out salary ranges for specific positions (salary research websites are listed below). Call the human resources departments of both the firm that has offered you an interview as well as competing firms to find the salary ranges for the position. In addition, know what your needs are. In advance, figure out the minimum salary you require for living expenses, paying off loans, etc.
- 4 **Rule 4:** *Know how to negotiate for what you're worth and plan what to say.*
Never initiate the discussion of salary; let the employer make the first offer. If the salary offer is not what you want, then say: "This is a great opportunity and I am very interested in the position. I was expecting the salary to be higher given the responsibilities of the job." (Don't say anything and wait for their response.) If the employer does not make a higher offer but asks you what you want. Indicate a salary range acceptable to you based on research you have done on salaries for comparable positions. (Again, wait for their response.)
- 5 **Rule 5:** *Negotiate benefits that are important to you.*
You may also negotiate your start date, a performance bonus at the end of one year, early performance review and salary review, vacation, professional development, relocations expenses, flex time (non-standard working hours), signing bonus, and stock options. First clarify the benefits that come with the offer. Negotiate if certain benefits have not been offered and you want them. Some candidates may prefer less salary.
- 6 **Rule 6:** *Take time to consider the offer.*
You don't have to give the employer an immediate acceptance. Allow yourself time for consideration of the position and the offer. It is reasonable to ask for at least 48 hours to think it over before responding.
- 7 **Rule 7:** *In writing.*
When you can live with the offer made, get it in writing, including both the salary and other benefits.

Accepting an offer

- **Call the employer**, accept the position and follow up with a confirmation email or letter. Be sure to indicate the position, start date, pay rate and any negotiated items in your confirmation letter. Keep a copy for future reference.
- **Withdraw any applications** pending with other employers. Let them know that you have received an offer and wish to withdraw your application. It is unethical to continue interviewing once you have accepted an offer.
- **Thank your reference(s)**. This is a thoughtful gesture that will be appreciated. The references will also remember this if you need to contact them for a future job search.

Declining an offer

- **Be prompt**. As soon as you've made your decision, or immediately after accepting an offer from another organization, call the hiring manager and write your letter declining the offer.
- **Be courteous**. Contact the employer formally by email and indicate your appreciation of the offer and the opportunity to interview. State that you are declining their offer. You may tell them why, but you are not required to do so.
- **Be diplomatic**. Savvy job seekers use every possible chance to build and maintain positive relationships, so thank all the people you interviewed with and wish them and their company continued success.

Sample letter of accepting an offer

(Your contact information)

(Current date)

(Employer's contact information)

Dear (Recruiter's name):

I am pleased to accept the offer to join (organization) as a (position title). I am looking forward to working with you and your staff.

As we discussed in our last phone conversation on April 5, 2013, I understand that the monthly salary will be (amount) and I will begin work on June 15, 2013.

I appreciate this opportunity to work with you and look forward to joining your organization.

Sincerely,
(Your signature)

Sample letter of declining an offer

(Your contact information)

(Current date)

(Employer's contact information)

Dear (Recruiter's name):

Thank you for offering me the (position title) position. After careful consideration, I must decline your offer. Although you were very encouraging in outlining future advancement possibilities within (organization), I have accepted another opportunity that is more in line with my skills and career goals.

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process. I wish you and your company continued success.

Sincerely,
(Your signature)

Next steps...

- Meet with a career adviser
- Attend *workshops* to learn about effective job search strategies or LinkedIn
- **More Guides from the Career Center:**
 - Networking Guide
 - Informational Interviewing Guide
 - Interviewing Guide
 - Resume Guide