It can be helpful to negotiate salary when:

1. You know the pay range for the position is less than the industry average.
2. You know that the cost of living is higher in the area where the job is and the salary does not reflect that.
3. You have been made multiple offers with similar salary and benefits packages.
4. You know that your skills, experience and education are worth more than the offered amount.

It is important to understand how to properly negotiate after receiving a job offer. Wait to begin salary negotiations until after the employer has extended an offer to you. If you are asked what your salary requirements are, indicate a range rather than a dollar amount.

**HOW TO PREPARE**

Create a budget to help you identify the salary you need. Identify your target salary and then negotiate $5,000-7,000 higher. Also identify the resistance point, or the lowest amount you would be willing to accept. To help you identify your target salary, research the following in addition to creating a budget:

- Find out what your skills and level of experience are worth in the job market.
- Know what the job is worth by studying salary surveys and researching what similar jobs pay. A helpful tool for this is [www.salary.com](http://www.salary.com), [https://www.bls.gov/](http://www.bls.gov/) and [https://www.glassdoor.com/Salaries/know-your-worth.htm](https://www.glassdoor.com/Salaries/know-your-worth.htm)
- Consider benefits as well as salary. Benefits packages can be worth up to one-third of your total compensation package.
- Investigate cost of living adjustments to salary based on employment location.

**HOW TO NEGOTIATE**

- Once the employer has named the salary, if you wish to negotiate, be prepared to make a counteroffer. If the offer is lower than you expected, you can indicate that it is lower than you expected based on your research. Be prepared to specify where you obtained your information. Then counter offer with your research response and desired range. They will respond with what they are able, or not able, to offer. Sometimes this may involve getting back to you after they have had time to evaluate what they will do.
- Be realistic! Don’t be arrogant or ask for a salary that is higher than the top of the salary range for the position, especially if you are a new graduate without skills/experience relating to the job.
- Don’t use personal problems or needs in negotiations. This will hurt, rather than help, your chances.
- Salary is not the only area to negotiate. If the employer cannot negotiate salary, realize that you may have other options. These include: bonuses, retirement or pension plans, stock
options, company car/expense accounts, relocation/moving expenses, and so forth. The position and the company will dictate what is offered and what is negotiable.

- Know when to say when. If you feel that the employer is becoming frustrated with your proposals or states that this is all they can do for you, stop and evaluate what is on the table. You do not want to give the impression that you are impatient or greedy. When the company comes back with their final offer, be prepared to evaluate the offer and make a decision.

**TIPS FOR EXPRESSING INTEREST IN NEGOTIATING**

After you are offered a salary and you are ready to extend a counteroffer, it is important to first express thanks for the offer and reiterate your interest in the position. You can then consider transitioning into negotiation by saying:

- “Do you have any flexibility on the salary number?”
- “Based on my research with comparable roles in the area, I was thinking something in the range of ___.”
- “Based on my prior experience and familiarity with this role, I believe ___ would be fair.”

After the negotiation has been settled, do not officially accept the position until the employer submits an offer in writing.