

Tip Sheet on Salary Negotiation

When to negotiate?

- Don't discuss money until you believe they know you and really want you.
- When you feel the offer made does not reflect your value and/or the value of the position.

Answering these questions will prepare you for salary negotiation:

1. What is the "market value" – the current salary range – for this position?

Sources for this information include:

- Web sites (wetfeet.com, quintcareers.com, salary.com)
- Government salary surveys (iseek.org- Find a Job- Find Salary Information)
- Trade/professional organizations
 - members
 - salary surveys
- Your network of informational interview contacts
- Employment agencies
- Competitors
- Want ads

2. What is the employer's salary range?

3. Based on my qualification and experience, what do I consider a satisfactory offer?

4. If offered less than I think I am worth, what will be my opening request? (5-10% above expected figure)

5. What credentials, skills and accomplishments justify my requested salary? (These should be stated in terms of specifics: examples of work, past results in quantifiable terms, etc.)

6. What objections might the employer have to my request? Be prepared for another counter-offer from them.

7. How will I respond to these objections?

8. What other non-salary items do I have to negotiate with (benefits, vacation, perks)?

9. What combination of salary and benefits is the minimum I will accept?

10. Get the final offer in writing.

**Career Development Center
University of St. Thomas
123 Murray-Herrick- St. Paul Campus**

651-962-6761