

# NEGOTIATE YOUR SALARY

## 1. Match Skills and Experiences

### They Want

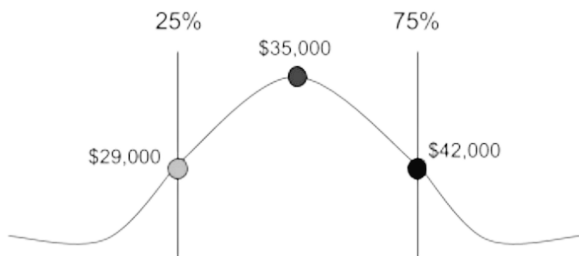
- What ideal skills are included in the job description?

### I Have

- Which skills do I have that I can emphasize on?

**Tip:** Look at the job description and identify what skills and experiences you have that are relevant to the position. These will help you justify your request for a salary increase.

## 2. Salary

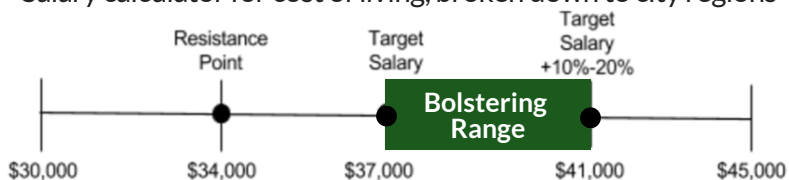


**Average Salary:** Use the websites below to identify the average salary for your position. Be sure you are comparing jobs of similar functions and in the same geographic location.

**Salary.com** - Employer supplied data regarding employee salaries

**Glassdoor** - Employee supplied data regarding employee salaries

**How Much** - Salary calculator for cost of living, broken down to city regions



**Target Salary:** Identify the salary based on your experience and skills that are relevant to the position.

**Bolstering Range:** Use this salary range instead of your target salary when telling the employer how much you are hoping to be paid. This range is anchored on the low end by your target salary and then can go up to 20% maximum for the range.

**Resistance Point:** This is the lowest salary you will take. It is important to know this so that you know when to push back in a negotiation.

**Tip:** Each of these should be based on the research you did above, not your needs and wants.

## 3. Benefit Negotiation Steps



1. Identify which benefits you are wanting to negotiate in addition to your salary.
2. Create a prioritized list of the salary and benefits you desire to negotiate.
3. Practice speaking your planned negotiation out loud.
4. Identify multiple ways that you can be told no in each step of your negotiation and develop persuasive responses.

## 4. More Tips

- Don't name a salary first; instead deflect.
- Utilize 'we' language and remain positive/flexible.
- Get everything in writing at both the beginning and end.
- Trust your gut. If you feel like the employer is unhappy that you're continuing to negotiate, trust your instincts.