

SALARY NEGOTIATION TIPS

Salary negotiations are uncomfortable for most people, including the employer. This guide will help you navigate through this process in the most effective, confident way. Always evaluate what you want versus what they are offering. Keep evaluating everything in light of your values.

FOUR NEGOTIATION STRATEGIES TO AVOID

You should avoid four negotiation strategies at all costs:

- Lack of persistence
- Impatience
- Going in too low
- Lack of research.

Early pay discussions can screen you out, too, so do not talk “money” until after you know they want you. Know the salary ranges in advance for the area by visiting websites like www.Salary.com . Also, do not say no too soon. The goal is to try to continue negotiating.

GENERAL NEGOTIATION TIPS

- Enhanced communication is the key to communicating negotiations through a third party, like a recruiter.
- Find a happy medium whenever possible

- Some points will require a trade-off, so be willing to be flexible and do your homework on what is considered “typical,” before you ask for certain things.
- Show respect and try to see things from the other person's perspective.
- Be an active listener, and separate any emotional reactions and defensiveness from the true negotiation points. Ask yourself, “What are my assumptions and are they correct or incorrect?”
- Develop a plan to minimize your communication weaknesses and maximize your communication strengths.

BREAKING DOWN THE OFFER - COMPONENT CATEGORIES OF AN OFFER TO CONSIDER

TOTAL COMPENSATION

Base salary

Medical benefits

Dental care

Vision care

Retirement benefits

QUALITY-OF-LIFE FACTORS

Vacation

Child/eldercare

Parental leave policy

Telecommuting policy

Frequency of expected relocation

PERFORMANCE PARAMETERS

Performance expectations

Time period associated with expected results

Annual bonus

STRUCTURE OF THE JOB POSITION

Percentage of domestic versus International travel

RESOURCES AND SUPPORT AVAILABLE

Technical support and Interdepartmental support

EMPLOYER'S COMMITMENT TO CAREER DEVELOPMENT

Tuition assistance

Professional development and support

Mentoring

Coaching

PERCEIVED STRESS LEVEL AND TIME COMMITMENT

Peak work hours

Parental leave policy

Policy on telecommuting

Frequency of expected relocation

EMPLOYER'S SHOW OF GOODWILL TO EASE THE TRANSITION

Relocation package

Sign-on bonus

Partner-spousal assistance

Job career assistance

Relocation assistance

Solutions come out of a solid understanding of all of these facets. Establishing a grounding in these 7 areas will empower you to measure every angle of the offer to effectively manage the negotiation process, and creatively introduce the trade-offs you want to bring about.

NEGOTIATING CHECKLIST

- Sit face to face, reiterate why you are interested, and review each part of the offer and agreement.
- Identify areas where disagreement exists.
- Prioritize the areas that need to be discussed according to the amount of possible difficulty associated with the discussion.
- Begin discussing things that can be negotiated easily and quickly. Positive momentum will be helpful.
- Separate the "person" from the issues you are discussing.
- Remain focused on the business parts of the discussion. Ask open-ended questions to get more information from the employer about why the offer was structured the way it was.

- Be mindful of give and take. Compromises on your part are important.
- If the discussion becomes heated, try to postpone the rest of the discussion and set up another meeting.
- If you can finish the discussions in one meeting, do so. Then put the final terms and agreement in writing that same day.
- Thank the person with whom you may have negotiated.
- If you have not been able to reach an agreement and have exhausted all your prepared alternatives, politely end the discussion, thank them for their time, and express disappointment that a mutually satisfactory agreement could not be reached.
- If you have reached a satisfactory agreement, offer to write a letter outlining the points of the agreement, your start date, title, and salary. Emphasize your enthusiasm about starting to work with them.

CLOSING THE DEAL

Make sure you repeat your understanding of the terms of the offer. Express in writing, or verbally, your appreciation of their time and for the quality of the dialogue.

If you are declining, state your reasons in a positive constructive way. If accepting, make sure you or the employer outlines the terms clearly in writing.

ACCEPTING THE OFFER

When formally accepting an offer, say “Thank you for the offer. The position is very much what I have wanted.” If you are not absolutely sure if the job is the right opportunity for you, keep plugging away until the picture becomes clear. Ask for at least 24 hours to consider your decision. When you really want the job,

tell the employer that you want it, and explain why they should hire you over someone else.

GET THE OFFER IN WRITING

Get an offer in writing, whenever possible, with all of the terms so that you can make an informed decision. Ask yourself, “Is there room for growth?”

LEVERAGING ONE OFFER AGAINST ANOTHER

Is it appropriate to leverage one offer against another? Well, that can work in your favor, but make sure you keep your eye on what is important to you.

OVERLOOKED NEGOTIATION TIPS

- Use an electronic Faxing service like www.rapidfax.com to receive faxes in your email. If you are in the heat of negotiations, a service like this one can save you from having to worry about fax paper, toner, and power outages. Plus, if you are away on a trip, you can still receive everything in your email.
- Don't negotiate and drive at the same time. Pull over.
- Conduct a “mock” negotiation on video and critique the presentation.

The Tips in this guide have been compiled from “Negotiate Your Job Offer: A Step-by-Step Guide to a Win-Win Situation” By Mary B. Simon