

SALARY NEGOTIATION GUIDE

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Smart Salary Negotiations: 3 Steps for Success

Step 1: What is the Position Salary Range?

It is difficult to negotiate a salary without having an idea of the general range for the position.

 DON'Ts	 DOs
<p>Inquire about Salary before an Offer is Made</p> <p>NEVER discuss salary with a potential employer until an offer has been made! Sometimes an employer asks you about your salary requirements.</p>	<p>Market Research</p> <p>Research your market value based on your skills and experiences. Use websites like Glassdoor, Payscale, or Salary. These are only to obtain general ranges as salaries differ greatly depending on the organization and location.</p> <p>Talk to Real People</p> <p>Have real conversations regarding salary ranges with experts in your field!</p> <p>Alumni Reports</p> <p>The Office of Career Development collects the median salary ranges of alumni in all 6 departments. See our Graduate Employment Reports.</p>

Smart Conversation: Prior to an offer, only discuss salary if the employer brings it up and then, be prepared for the conversation. For example:

Employer: "What Salary are you looking to make?"

- ✓ Candidate: "I'm negotiable regarding salary. What's most important in my decision is that I'm with an organization that I'm passionate about utilizing my education and experience to make a strong impact while continuing to develop my skill sets and leadership abilities."

Employer: "I appreciate that you are negotiable, but what salary are you looking to make?"

- ✓ Candidate: "May I ask what the salary range is for this position?"

Employer: "The typical range is from the 50's to low 60's."

- ✓ Candidate: "Thank you. Based on my degree level and experience, where would a candidate with my background typically place within this range?"

Step 2: Know Your Worth

You must determine your own desired salary range based on what you have learned in your prior research and in the conversation in step 1, if any, about the position salary.

✗ DON'Ts	✓ DOs
<p>Wing it and not do your reflection and research.</p> <p>Don't have only a vague idea for a salary range. An example of a vague idea is "Maybe I would take something around \$50k."</p>	<p>Have A Range</p> <p>We all have a range we consider acceptable. You should know your specific range prior to salary negotiations for each position you are considering by determining 3 critical figures:</p> <p><u>Minimum Salary</u></p> <p>The amount you will accept based on your basic needs and the position. EX: \$50K</p> <p><u>Desired Salary</u></p> <p>The amount you think is fair based on your experience, skills and MPH. EX: \$55K</p> <p><u>Ideal Salary</u></p> <p>The amount you would be ecstatic to obtain and would make you feel highly valued. EX: \$60K</p>

An Example:



RANGE: You have now created your "Minimum to Ideal" negotiating salary range of **\$50K-\$60K**.

GOAL: Negotiate an amount within your "Desired to Ideal" **\$55K-\$60K salary range**.



Step 3: Negotiating the Offer

You have just received the offer from the employer....

 DON'Ts	 DOs
<p>Accept Initial Offer By not negotiating, you may be leaving potential money on the table! Don't immediately say something like <i>"Thank you very much, I'll take it!"</i></p> <p>Be Vague Don't remain too vague with the employer by not providing a specific counteroffer for them to consider. For example, do not say, "could you go just a little higher?"</p>	<p>Respectfully State Your Counter Offer Now that you have received your offer and you have determined your ideal range, it is time to counteroffer.</p> <p>Wait and be Quiet Once you have placed your counteroffer on the table, be quiet and wait for their counteroffer. It <i>will not</i> be immediate, so patience is key!</p>

A Smart Conversation:

Employer: "Ms. Williams, we think you are an excellent fit for our organization, we would like to offer you the position and we are delighted to extend you an offer of \$52,000.00."

- ✓ **Candidate:** "Thank you for the offer of \$52,000, I am excited to be selected as your top candidate for this position. Based on my skills in evaluation and SAS, previous related internship experiences, and my MPH degree I bring to this opportunity, the salary I would like to request is \$60,000."

Employer: "I don't have authority for that amount, and I don't think we can go that high, I will have to check with our Sr. Director."

- ✓ **Candidate:** "Thank you, I appreciate you reaching out to your Senior Director, and I'm truly excited about this position and the opportunity to work for your organization, I look forward to hearing back from you."

Negotiation Outcome

In this negotiation, the employer was willing to increase the offer and came back with an offer to split the difference (very common) of the original offer **52k**, & your request for **60k**, to offer you **\$56,000**.

 **\$56,000 - Congratulations! You successfully negotiated your "desired to ideal range of \$55-60k."**

Additional Benefits: Finally, do not forget to discuss as part of your negotiations additional benefits that affect your total compensation package, see page for examples of benefits.

Note: If the salary is lower than you had hoped, you can also discuss when your first performance review will occur. If you are told it is at the 1-year mark, which is often the standard time frame, ask if it would be possible to have a 6-month evaluation with the opportunity for a salary increase based on your performance.

Critical Points to Remember when Negotiating

EVALUATE MORE THAN JUST THE SALARY!

- When considering positions, do not get solely fixed on salary because it is only one aspect of the job. Many other factors affect your overall fulfillment, success and longevity with an organization.
- Explore other important tangible and intangible aspects of a job such as:
 - Professional development, continued education, training and other opportunities for skill development
 - Healthcare, vacation leave, and sick time
 - Culture, reputation, and teamwork
 - Opportunity for advancement
 - Motivation for the organization and position

JOB OFFER: VERBAL OR IN WRITING?

- It is always recommended to receive your offer in writing to avoid miscommunication and to have verification of the offer and compensation details. Without a written offer, you have no proof of the position actually being offered, or the compensation package you negotiated. A worst-case scenario could be if the manager you negotiated your offer with suddenly leaves the organization and left no documentation of your conversations.
- If you are offered a position over the phone or in person, it is reasonable to politely ask for the offer in writing either by email or mailed letter.

DO NEGOTIATE, BUT DO NOT APPEAR AS IF SALARY IS THE MOST IMPORTANT OBJECTIVE

- By overly focusing on the salary, you may give the impression that salary is the only important aspect of the job. Instead, you need to continue to convey that the actual organization and position are the aspects motivating to you. In terms of salary however, do not be a pushover either. You want to earn a salary you feel is fair and appropriate for your level of skills, experience, and education and so, it is perfectly acceptable for you to negotiate an offer. Remember, though, that the organization may or may not change the offer based on various factors beyond your control.

TIME FRAME FOR ACCEPTING AN OFFER

- You do not have to accept a job offer immediately. Instead, ask about the period of time you have for providing an answer, because accepting a job offer is a big decision. It is perfectly appropriate to state that you would like some time to consider all aspects of the offer, but because time frame is not standard among all organizations, make sure you ask.
 - Smart Example: “*Thank you for this offer. I am very excited to have been selected as your top candidate. May I please request some additional time to evaluate this offer?*”

Note: If not clearly stated by the organization, you must ask: “*When would you like to receive an answer regarding my decision?*”

TAKE THE OFFER AND ORGANIZATION SERIOUSLY IF YOU DO DECIDE TO NEGOTIATE

- If you negotiate, make sure you are seriously considering accepting the position. It is frustrating for an employer to negotiate, meet your requests, and then have you turn the position down. If, however, you are negotiating two job offers simultaneously (which is acceptable), remember to be extremely professional when you turn down an opportunity. You do not want the organization to have a negative impression of you. In the field of public health, it is a small networking world and you never know when you might encounter individuals from the organization.

TRY TO NEGOTIATE IN ONE CONVERSATION, IF POSSIBLE

- If an organization makes an offer you are considering, try to address your core areas of importance in one single negotiation conversation. It is frustrating for an organization to come back and meet your salary demand, only for you to state, *“Thank you, but before I accept, could we also discuss professional development, and vacation time?”*
 - Smart Example: *“The salary I am requesting is in the mid-fifties. The other areas I wanted to inquire about are professional development and mentorship.”*

BE PREPARED TO RESPOND TO A QUESTION ABOUT YOUR DESIRED SALARY

- Never inquire about the salary until **after** an offer has been made by the employer. However, many interviewers will ask you about your desired salary because they see it as one way to screen candidates out in either a phone screening or a first-round interview.
 - Smart Example: *“I’m negotiable regarding salary. What’s most important in my decision is that I’m with an organization that I’m passionate about utilizing my education, skills and public health experience to make a strong impact while continuing to develop my skill sets and leadership abilities.”*

WHEN NEGOTIATING, ALWAYS PROVIDE SPECIFIC REASONS FOR YOUR SALARY REQUIREMENTS

- Do not ask for more money without providing justifiable reasons the employer can document for increasing your salary. It is very difficult for an organization to provide an increase if there are no specific reasons they can document in Human Resources for the salary increase.
 - Smart Example: *“Based on my skills in xyz, previous experience, and graduate degree I bring to this opportunity, the salary I would like to request is in the high 50’s.”*

BE PREPARED, REMAIN CALM, AND EXHIBIT PROFESSIONALISM THROUGHOUT THE NEGOTIATION PROCESS

- Do your homework by knowing as much as possible about the salary range and job requirements for each position.
- Negotiating your salary package can be stressful, but you can manage this stress by preparing and remembering to stay calm and focused. Remember, it is normal to be a little nervous.
- Remember, as a professional, it is critical that you continue to convey enthusiasm and confidence for the position and the organization throughout the process.
- Stay positive and do not allow yourself to be flustered or upset during salary negotiations. You should remain professional at all times, remembering that if you **do** accept the employment offer, you could be working with the same individual(s) who negotiated your salary.