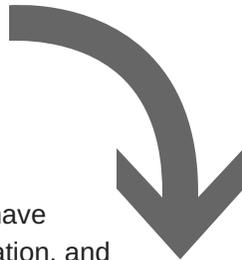




NAVIGATING SALARY NEGOTIATION

START HERE



BE PERSUASIVE, BE TIMELY

After a receiving job offer, it can be difficult to have conversations about increasing your compensation, and trying to do so could damage your working relationship. This is a conversation, not a battle!

START OFF WITH THE RIGHT TONE AND GOAL

Start off with excitement and gratitude for being offered a position and explain that you believe you can come to an agreement. You want to let your supervisor know you will listen and try to understand his/her views. Avoid ultimatums, threats, and other coercive behavior. If you cannot get the money you want to start, consider asking to see if you can get an increase within six months if you meet certain goals and improve your worth. You should have a bottom figure in mind that you need to live and survive the way you'd like, then increase from there. Basically know what amount you're willing to accept.

AIM HIGH, AND BE REALISTIC

You want to suggest ideas your boss can realistically support. You should look to ask for 5-10% more than you find is the average but be willing to compromise on a figure that you feel is fair. For example, if you find that a typical accountant makes \$40,000 you could ask for \$44,000, but be willing to take \$42,000. Remember, if the employer agrees to your counteroffer, you should be willing to accept it. So, don't start the conversation, if you know you won't accept it.

CLARIFY YOUR INTERESTS

Your compensation should satisfy a range of needs, not just salary. This might include bonus opportunities, greater work responsibilities, a quicker promotion schedule, increased vacation, or flexible hours. Figure out what is most important for you and be willing to concede options to meet your ideal goals.

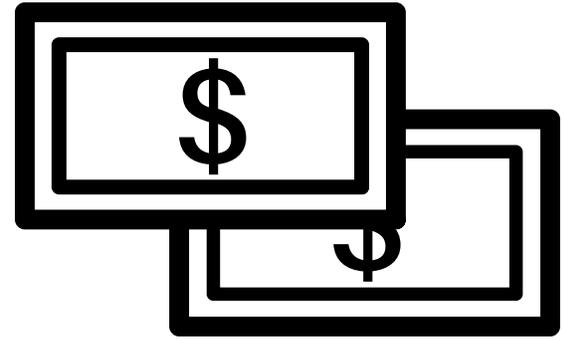


Follow this
path for
negotiating
success!



NEGOTIATION TIPS

WHAT YOU SHOULD KNOW



NEGOTIATION IS NOT ALWAYS JUST ABOUT THE SALARY! CONSIDER

- Paid time off
- Relocation
- Flextime
- Additional training
- Continued education
- 401K
- Health insurance

90% of employers have never retracted an offer because an entry level candidate negotiated

ADDITIONAL THINGS TO CONSIDER

- Make sure that you wait until AFTER the job is offered to start the discussion about salary.
- Employers want to balance your value with your salary. You need to give them reasons to pay you the salary you are requesting. They want your work to be compensated fairly, just as you do!

NOT NEGOTIATING CAN COST YOU \$600,000 OVER THE COURSE OF YOUR CAREER!

IUP Career and Professional Development Center

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Monday, Thursday, Friday 8:00 A.M. - 4:30 P.M. and Tuesday, Wednesday 8:00 A.M. - 7:00 P.M.