

Let's face it, salary negotiation is unpleasant! Most job seekers feel anxious, embarrassed and uncomfortable when the time comes to discuss salaries. Advice such as "never bring up the issue of salary, let the interviewer say it first," is rarely helpful if you don't have any idea of how to respond when the topic does come up. This handout is designed to give you some basic information about negotiating salaries and benefits as part of your job search. For additional information, please refer to the list of books on the back of this page, or talk to a career advisor.

WHAT DO I NEED TO KNOW IN ORDER TO NEGOTIATE A SALARY?

Determine the market rate salary range for this type of position in this particular industry. Click the icon for more information!



Prepare a budget to determine your financial needs.

Click the icon to get more information!



Decide, BEFORE YOU GO INTO AN INTERVIEW, what salary you WANT to earn, what you NEED to live on, and what you will be willing to SETTLE FOR.

Be realistic: entry level salaries are less negotiable than salaries for mid-level or executive positions.

Practice your salary negotiation skills with a friend, or during a UCC video-taped mock interview session.

Document your skills and accomplishments, and be prepared to talk about them. *Check out our Gap Analysis Worksheet for help!*

Don't be the first to mention salary during the interview, and use the negotiating tips listed below when the topic does come up.

Never say "I need at least ___ dollars."

Never lie about your salary history.

Relax, it's natural to feel embarrassed or uncomfortable discussing salary.

Check out more ideas on how to find market rate salary ranges!



Yes, and no. The degree to which a salary is negotiable depends on the position, the manager, the organization, and your perceived value. Most entry-level positions have set salaries that are subject to very little if any negotiation--perhaps a few hundred dollars of negotiating room. Mid-level positions typically have salary ranges of between 10 and 20 percent.

Employers will negotiate within the range, but will rarely exceed it unless you are an exceptional candidate.

Can salaries be negotiated?



How can I handle questions about salary during an interview?

What are your salary requirements?

Click to watch!



What are your salary requirements?

Click to watch!



**How much did you
make at your last job?**

I prefer learning more about the current position before discussing compensation. I am confident we will be able to reach a mutual agreement about salary after our conversation.



BENEFITS ARE WORTH MORE THAN MONEY!

Click to watch!



In addition to salary, take into consideration the employee benefit plan when evaluating an offer made by a company. In today's job market many employee benefits are considered standard--they come with the job and are not subject to negotiation. However, an increasing number of employers are offering flexible benefit packages, which allow employees a variety of choices regarding their benefits.