

# Salary Negotiation

# WHAT IS SALARY NEGOTIATION?

Salary Negotiation is a skill involving the discussion of a job offer with a prospective employer to negotiate a salary and benefits package that meets your needs.





Salary negotiation discussions are **ALWAYS** initiated by the prospective employer and **NEVER** by the job candidate.



## ISSUES AND CONCERNS WITH SALARY NEGOTIATION

Salary negotiation can be a sticky subject and can be uncomfortable especially for recent college graduates entering the job market. Because it may be uncomfortable, many college graduates new to interviewing never consider negotiating salary.

Some undervalue their professional worth and are “grateful” just to get an offer, even if the salary is well below the average salary for the position.



Some believe that negotiating salary will cause the employer to reconsider and withdraw the offer. Some just don't know how to conduct a negotiation discussion because of lack of experience or lack of confidence.



It is important to remember that if the recruiter has made you a job offer, you have **already passed the test** and your prospective employer thinks that you will make an excellent addition to the company.

This places you in the position to try negotiating salary.



# WHEN AND WHERE TO NEGOTIATE

Salary Negotiation is usually one of the last things to be discussed with your prospective employer and takes place, more often than not, after a job offer has been made which sometimes involves going through two or three interviews.



**Under no circumstances should you try to negotiate salary outside of the interview process.**



## *-Invitation-*

Sometimes recruiters may invite you to a business luncheon or dinner to raise the issue of salary. If this is the case, preparing yourself with business meal etiquette skills can be very helpful.



On occasion, a prospective employer may bring up the issue of salary before the final offer is made. This usually indicates that the employer is very interested in hiring you, so it is important to be prepared with your research, data, and your honest “negotiating pitch” at any point in the interview process.





## RESEARCH

Before you start negotiating, you have some homework to do! Research the company you are interviewing with to find out their financial solvency. What does their current fiscal year look like? Knowing this will give you a clue to your negotiating power.

Research competitive salaries in your field prior to entering into any salary negotiation. You can visit [www.salary.com](http://www.salary.com) and use their free “Salary Wizard” to obtain the most current salary offers in your field. Use the salary quote for your field as the middle figure and develop a range of \$5000 less and \$5000 more than your mid quote. For example, if the current salary trend for your field is \$55,000, develop your range of \$50,000 to \$60,000.



Things to  
Remember  
When  
Negotiating



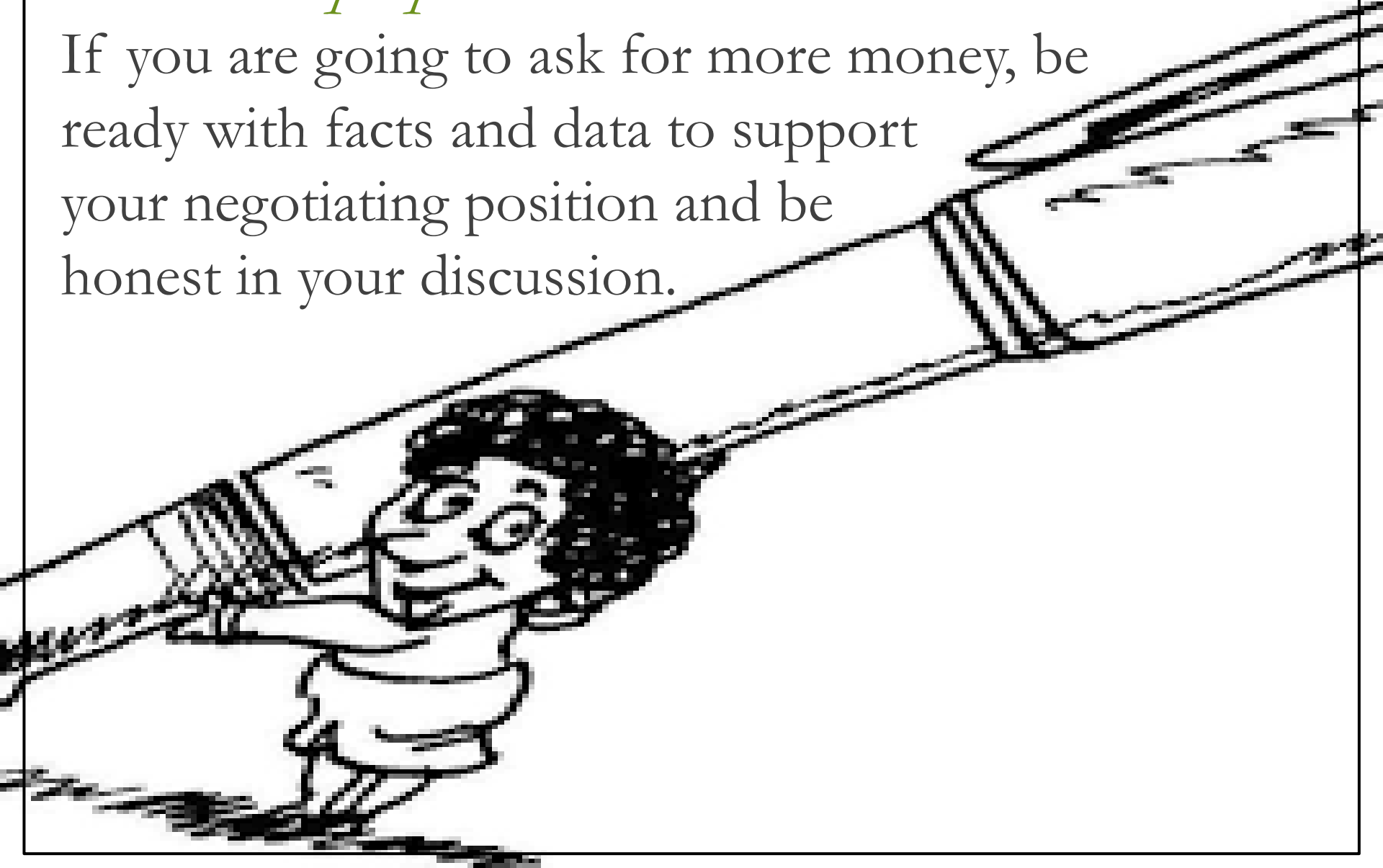
*1. Leave your emotions at the door.*

In any discussion, you must remain professional, polite, and courteous.



## *2. Be well prepared.*

If you are going to ask for more money, be ready with facts and data to support your negotiating position and be honest in your discussion.



### *3. Phrase your request with confidence.*

Remember there is a fine line between confidence and arrogance. Employers like to see confidence in a potential employee. Employers, however, are very turned off by arrogance. Know the difference.



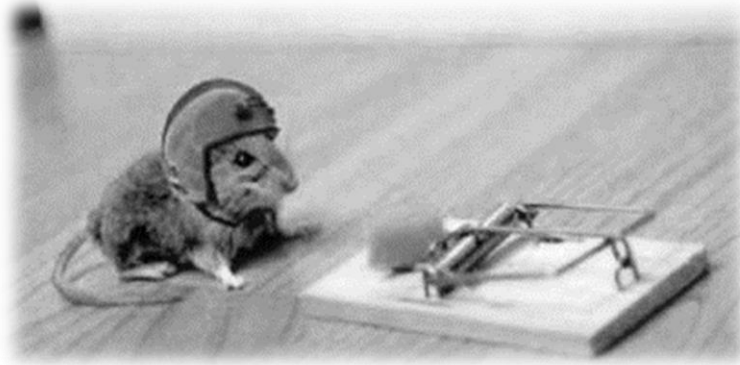


#### *4. Practice your negotiating discussion.*

This is a skill and, as with any skill, practice helps you to improve. A negotiating “pitch” can be something like this.



*“I am really excited about the idea of working here and I am confident I can bring value to the company. I appreciate the offer of \$52,000, but I was really expecting to be in the \$55,000 to \$60,000 range based on my drive and motivation. Can we look at that range for this position?”*



## *5. Calmly stand your ground.*

Most employers will come back with a polite refusal of your offer. This may sound like the end of the conversation but it doesn't have to be. Don't back down. The key is to continue to show your enthusiasm and stay confident (NOT arrogant) in your abilities, try not to look at this as discouraging. Employers are very adept at negotiating and may actually welcome and anticipate a good negotiation session. Try once more.

*“I understand where you are coming from and I just want to reiterate my enthusiasm for working with you and the team. I think my skills are suited for the position and I think they are worth the \$55,000 to \$60,000 range.”*

## *6. Don't Say Anything Else.*

Let the silence lie. Don't try to fill the silence with more words, justifications or apologies. Just calmly wait for the employer to reply.



If the employer agrees to meet your request, do not apologize for asking or be overly grateful. Simply acknowledge the offer and respond “Great. I appreciate that.”



If the employer again stays with the original offer, you have some decisions to make. If you really want the job and the salary is worthy of your skills and abilities, you can accept the position right there or ask for a day to think it over. Always get back to the employer promptly and within the time frame you have given if you are planning to **accept** OR **reject**.



Before you accept any position, it is a good idea to discuss it with someone who has professional experience in this area – either a Career Specialist, a mentor, or another professional that you trust.



# For further assistance with your professional development

Center for Career and Professional Development  
Building 1A – Room 105  
718-982-2300

<https://www.csi.cuny.edu/campus-life/student-services/center-career-and-professional-development>