



Tips to the Art of Salary Negotiation

Salary negotiations can be exhausting and a challenge but you'll hopefully be enjoying your new job for months and years to come! Being accurately compensated will go a long way toward job satisfaction so give a few of the below tips a try.

Good luck in your negotiations and your new job!

1. **Do your homework.** Do research on the typical salary for the job you are considering so you know what you expect. Use resources like [Salary.com](https://www.salary.com), [GuideStar.org](https://www.guidestar.org), as well as do a google search for salary surveys in your state.
2. **Be sure you are aware of your strengths, skills and achievements.** Be able to discuss and demonstrate the results of your successes. Think about what the value you bring to the new organization and how you'll solve their current challenges. Know what you are worth.
3. **Don't share your current salary unless specifically asked to do so.** If you must share your current salary, don't inflate it just to get a higher offer but make sure to include all of the additional benefits (flexible and otherwise) that are part of your current compensation package.
4. **Don't bring up a specific salary amount before the employer does.** Find out as much as you can about the position, responsibilities and what it entails. If you have to fill out an application, it is acceptable to leave the "amount requested for this position" blank or to write "negotiable."
5. **Try to let the employer make the first salary offer.** If you are "pushed" about salary, give a salary range that you find acceptable based on your lifestyle. Many job descriptions have a salary range posted in the job description so make sure to double check what they mention in their initial job details.
6. **You don't have to take the first salary offer.** If the offer made is not acceptable (based on your research), negotiate...with adequate data to support your offer.
7. **Look at the total compensation package, not just salary.** For some, having flex time, additional medical benefits, more vacation, etc. can add up to making a lower salary offer a more appealing job overall.
8. **If you can't negotiate a higher starting salary, be prepared to discuss other options.** Asking for a salary review in 6 months (rather than waiting for the next annual review), a better title, etc.



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9. **Get the offer in writing.** Negotiations can be exciting and make come with additional offers or information that needs to be in writing before it becomes official.

10. **Don't forget to practice your reasonings for the salary negotiation.** Be comfortable with discussing your successes and worth that you bring to the table. Be confident not only of your value now, but your future success.