

The Negotiation Process:

- Be cautious before you start the negotiation process. Also, realize that not all companies are open to negotiating salary and/or benefits. Speak with a Career Consultant if you have any questions.
- Make every effort to get the employer to mention the first salary figure. You may be asked, "What are your salary expectations?" in hopes of hearing a specific dollar amount.
- Try to answer by summarizing the responsibilities and expectations of the positions.
- You can ask questions about what figure or range the employer has in mind for someone with your qualifications in that type of position.
- If the conversation returns to you with another request for a specific dollar amount, review your key qualifications to the employer by emphasizing your skills and abilities.

The following are the possible scenarios:

Scenario #1: If the employer has revealed an expected salary or range, you may need to adjust your range accordingly, using the high end of their range. For example, if the employer discloses a range of \$35,000-\$40,000 per year, you can adjust your range to \$40,000-\$45,000. Your pre-determined salary range may then be extended to the employer in a respectful manner, such as "I believe my qualifications merit a starting salary between _____ and _____."

Scenario #2: If the employer has not disclosed a salary range, you may again summarize your qualifications and add, "What range did you have in mind?" If the employer then provides a range, you can adjust your expectations to the top end of the employer's range and politely extend those expectations to the employer.

Scenario #3: If the employer remains resistant to listing a range and continues to look to you for a figure, then submit your pre-determined salary range after summarizing your skills and abilities.

Reactions to the initial offer:

Reaction #1: If you believe the employer's compensation offer is fair, you can make one more attempt to increase the value of the proposition. Begin by letting the employer know that you are close to an agreement. The next step is to disclose the desired salary range. You might use a range where the low end is the employer's offer and the high end is slightly above the employer's offer. This disclosure should be followed by an effort to reconcile your desired range with the offer. After doing so, ask, "Could you tell me how much liberty to negotiate we still have?" Using this strategy may result in either a slight increase or in the same offer. Regardless of the result, the offer will be no less than the salary you have already judged as equitable and worth considering.

Reaction #2: If you believe an employer's offer is less than equitable, your strategy should be to continue negotiating without going below your desired range. Instead, offer incentives, use leverage questions, and discuss the value of benefits. It may cause an employer to re-evaluate and increase the offer. Stress your potential assets to the employer and use questions to encourage the employer realize your value. Assure the employer of your sincere interest in the position, but include that the one barrier to acceptance is a suitable salary package. Remember, however, that you must clearly understand the value of the entire compensation package, including salary, benefits, potential for professional growth, and employer stability.