

Salary Negotiations

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Many job seekers face a job offer at a salary below what they believe is acceptable, considering their skills, abilities and experience. The following is a short list of tips to consider when negotiating a salary.

- Let your prospective employer make the first salary offer. If asked what your expectations are, ask the employer if they can provide a salary range. If that cannot be provided, convey that you expect a salary that is competitive with the market.
- Do your research ahead of time. Salary surveys, occupational information, and job location information can be found online, all of which you can mention when negotiating a salary with an employer.
- Negotiate toward your strengths. Be aware of what *your* skills and talents are and what someone with your abilities is worth to a company. Demonstrate the value you can bring to the employer.
- Take time to digest the offer made, even if it is acceptable to you. Consider the details, perks and benefits before accepting or negotiating.
- When providing a counter-proposal, be prepared for a number of reactions, including a refusal to negotiate any further. Be sure to include a few “expendable benefits” so you can drop them, if needed, as negotiations continue.
- Never stop selling yourself through the negotiations process, reminding the employer of the impact you will make and problems you will solve for the company.
- Always be sure to get the final offer in writing.
- While being enthusiastic and eager, be willing to walk away if you have reached an unsatisfactory salary and the employer is unwilling to negotiate any further, especially if you already have a strong position elsewhere or more current or potential job offers.
- For more information about job searching, interviewing and salary negotiations, visit the PA CareerLink Resource Library.