

Salary Negotiation Quick Guide

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The issue of salary may be raised by the employer at any stage of the job search process. Some may make a request for your salary requirements in a job listing (“Please submit cover letter with your salary requirements”), on an application, during the interview, or at the same time that a job offer is made. Be prepared to answer this question before beginning the job search and interviewing process.

- Allow the employer to mention the salary issue. Do not be the first to open the discussion on the topic.
- Know your worth and know the salary ranges for your field and your experience.
- Use language that shows your knowledge, research and flexibility.
Examples:
-I am very interested in the position and would like to know what the current salary structure at your company is. Can you give me a range of what you have in mind?
-Can you tell me more about the position responsibilities? I'd like to be more informed about the scope of the position.
-From my research, I have an idea of what the salary range is in the industry, but I would like to know more specifically about the position and the benefits package available here.
- Recognize that your salary is much more than your direct monetary compensation. Consider the entire package when making a decision. This may include health insurance, parking costs, transportation, number of vacation days, bonuses, and other factors.

Suggested sample paragraph to include in cover letter (include only if requested):

Per your request, an acceptable salary range for this job, based on the description and my research, is \$X0,000-\$X0,000, not including benefits or supplements. My requirement is flexible and negotiable, depending on such factors as additional benefits, salary reviews, and advancement opportunities.



Web Resources:

About.com:

<http://humanresources.about.com/od/salaryandbenefits/a/salarynegotiate.htm>

About.com: <http://www.career-line.com/job-search/salary-negotiation-tips-dont-low-ball-yourself/>

AfterCollege:

http://www.aftercollege.com/content/career_resources/e/salary_negotiation_guide/

AJC Jobs:

http://www.ajc.com/hotjobs/content/hotjobs/careercenter/features/advice_salary1.html

AllBusiness: <http://www.allbusiness.com/human-resources/careers-job-interview/1617-1.html>

American University: <http://www.american.edu/careercenter/salary-negotiation.cfm>

Articlesbase: <http://www.articlesbase.com/interviews-articles/3-powerful-salary-negotiation-tips-1506465.html>

Boston College:

<http://www.bc.edu/offices/careers/skills/interview/salary.html>

Buzzle.com: <http://www.buzzle.com/articles/salary-negotiation/>

California State University: <http://www.csuchico.edu/careers/students-alumni/job-search-tools/salary-negotiation.shtml>

Career Toolkits: <http://www.careertoolkits.com/salaries/salary-negotiation.html>

CareerBuilder.com:

http://www.careerbuilder.com/Article/CB-537-Getting-Hired-Mishandling-Salary-Negotiations/?cbsid=541081da3f36418cb2bdc84814a4961a-313079905-J6-5&ns_siteid=ns_us_g_salary_negotiation&ArticleID=537&cbRecursionCnt=3

Careeronestop:

<http://www.careeronestop.org/jobsearch/afteranoffer/salarynegotiation.aspx>

CV Tips: <http://www.cvtips.com/interview/job-offer-salary-negotiation.html>

Employment Digest: <http://www.employmentdigest.net/2008/10/7-killer-salary-negotiation-tips-tags/>

Employment360.com: <http://www.employment360.com/salary-negotiation-tip.html>

EmploymentMetrix.com: <http://www.employmentmetrix.com/blog/2009/05/master-the-art-of-salary-negotiation.html>

Google Salaries: <http://www.glassdoor.com/Salaries/Google-Salaries-E9079.htm>

iseekjobs: <http://www.iseek.org/jobs/negotiation.html>

Job Fool:

<http://thejobfool.com/careercenter/index.cfm/post/Salary%20Negotiation%20-%20How%20To%20Get%20Paid%20What%20You%20Are%20Worth>

Jobs.com: <http://www.humanresourcesjobs.com/career-resources/job-search-and-interviewing/salary-negotiation-tips.htm>

JobStar Central: <http://jobstar.org/tools/salary/negostrt.php>

Life123: <http://www.life123.com/career-money/career-development/negotiating-salary/salary-negotiation.shtml>



Monster: <http://career-advice.monster.com/salary-benefits/Negotiation-Tips/Salary-Negotiation-Know-How/article.aspx>

Network Services & Consulting Corporation:
<http://www.enetsc.com/JobSearchTips11.htm>

Payscale: <http://blogs.payscale.com/content/2009/09/negotiation-roles-responsibilities.html>

Payscale: http://www.payscale.com/resources_neg_tips

Purdue University:
<https://www.cco.purdue.edu/Student/JobSearchSKillsNegotiation.shtml>

Quintessential Careers:
http://www.quintcareers.com/salary_histories_requirements.html

Quintessential Careers:
http://www.quintcareers.com/sample_salary_requirement_letter.html

Salary.com: http://careerplanning.about.com/od/negotiatingoffers/a/negotiat_salary.htm,
http://www.salary.com/personal/layoutscripts/psnl_articles.asp?tab=psn&cat=cat011&ser=ser031&part=par186

St. John's University: <http://www.stjohns.edu/services/career/students/mba/salary>

Stanford University: <http://cardinalcareers.stanford.edu/guides/graphics/JSS/04-05%20Evaluating%20the%20Job%20Offer.pdf>

Suite101.com:
http://employee-management-relations.suite101.com/article.cfm/basic_salary_negotiation_tips_for_job_seekers

TechnicalJobSearch.com: <http://technicaljobsearch.com/salary/salary-negotiation.htm>

The Free Library: <http://www.thefreelibrary.com/Tips+for+Salary+Negotiation-a01074006301>

The Ladders: <http://www.theladders.com/career-advice/salary>

The Negotiation Experts: <http://www.negotiations.com/articles/geeks-earning-more/>

The University of Dayton, Ohio:
<http://careers.udayton.edu/webdocs/Salary.Negotiation.pdf>

The University of Minnesota:
<http://www.sph.umn.edu/current/career/jobsearch/tipsheets/salary/home.html>

The University of South Carolina: <http://sc.edu/career/Pdf/salary.pdf>

The Washington Post: http://views.washingtonpost.com/on-success/career-coach/2009/11/salary_negotiations_step-by-step.html

UMBC Career Services Center: <http://www.careers.umbc.edu/training/salary/>

US Department of State: <http://www.state.gov/m/dghr/flo/c21638.htm>

UWM Career Center: http://www4.uwm.edu/cdc/jobsearch_preparation_salary.html

Worktree.com: <http://www.worktree.com/newsletter/salary-negotiation-myths.html>

