

“That’s a great start, but...”

Negotiation is not a battle, but an agreement. There is minimal risk to negotiating, so never be afraid to ask if a negotiation is possible. Whether it's for a job or a promotion - when you enter into negotiation, the most important thing is to be prepared. Planning and researching prepares you to know your worth, answer questions, and problem solve during the negotiation process. Negotiation is not a statement about you personally, it is a business transaction.

PRIORITIZE YOUR WANTS AND NEEDS BEFORE THE NEGOTIATION

Here are some things to consider:

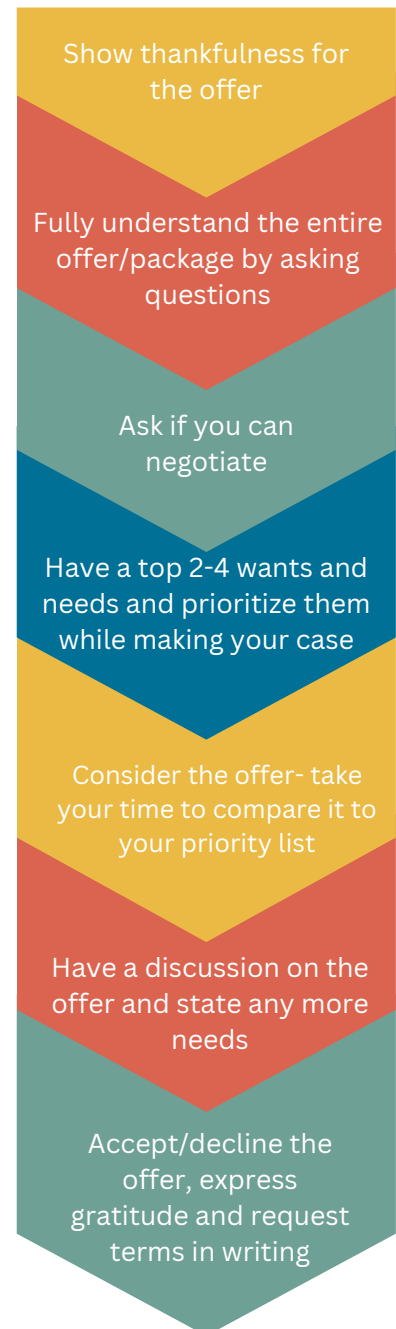
Salary	Stock/ Executive Benefits
Signing/Yearly Bonuses	Tiered Raises Over Time
Continuing Education/ Professional Development	Job Title
Vacation Time/ Sick Leave	Childcare
Flex-Time/ Flex-Schedule	Education Expense Reimbursement
Telecommuting Options	Better Office/ Office Location

FACT

Typically, an annual raise for someone who stays within the same company is only about 3 percent.

It is more likely to see a salary jump by 10 to 20 percent when it is someone who switches from company to company. This is why it’s so important to negotiate a salary increase when you’re being promoted

THE NEGOTIATION PROCESS



DON'T

- Give the employer a salary range. Giving specific numbers will show that you have done your research and are less likely to concede
- Negotiate before you are offered the job
- Negotiate after you have accepted the job
- Use personal issues as a justification for why your pay should change.

NEGOTIATING A JOB OFFER

Research what the typical salaries are for the position you have been offered when negotiating a job offer. You can use sites like Onetonline.org, Glassdoor.com, bls.gov/ooh and Salary.com to search the company, titles and comparable salaries. Consider the full benefits package that you have been offered- including: insurance, work schedule, relocation costs, professional memberships, certifications, etc.- before negotiating salary. Review the priorities you determined earlier and compare them to the offer to determine if the overall offer exceeds, meets, or falls short of your expectations. Ask if you can negotiate and take time to consider the final offer.

TACTIC: Always start with your aspirational number

Aspirational

Tiered Raises
Over Time

Safety Net

Job Title

Walk Away

Childcare

HOW TO RESPOND WHEN THEY SAY:

“What are your salary expectations?”

They want to see the lowest you're willing to accept. Even if they were originally planning a higher offer, if you say a certain salary that's at the bottom of their range, they know they won't have to offer you more.

“How much are you currently making?”

"I'd prefer to not discuss what I'm currently making because this position is not the same as my current job. I'd like to discuss the responsibilities, and then I'm sure we'll agree on a salary that's appropriate."

“Unfortunately, we don't have any room to negotiate.”

This is a good time to ask about the compensation package as a whole. Even if they can't budge on take-home pay, other benefits could provide a real monetary value.

“In the future, you will have opportunities for growth and raises.”

"I'd love to discuss my future and performance since this number is a little lower than I feel comfortable with. I know that one of the most important things in this role is **[key metric]**. If I'm able to deliver that in **[time frame]**, would you be open to raising my salary to **[target amount]** then?"

KEY PHRASE:

“The only thing preventing me from signing this offer is...” using this phrase to start a negotiation shows the recruiter or hiring manager that you genuinely want the position- but need them on your side to finalize the offer.

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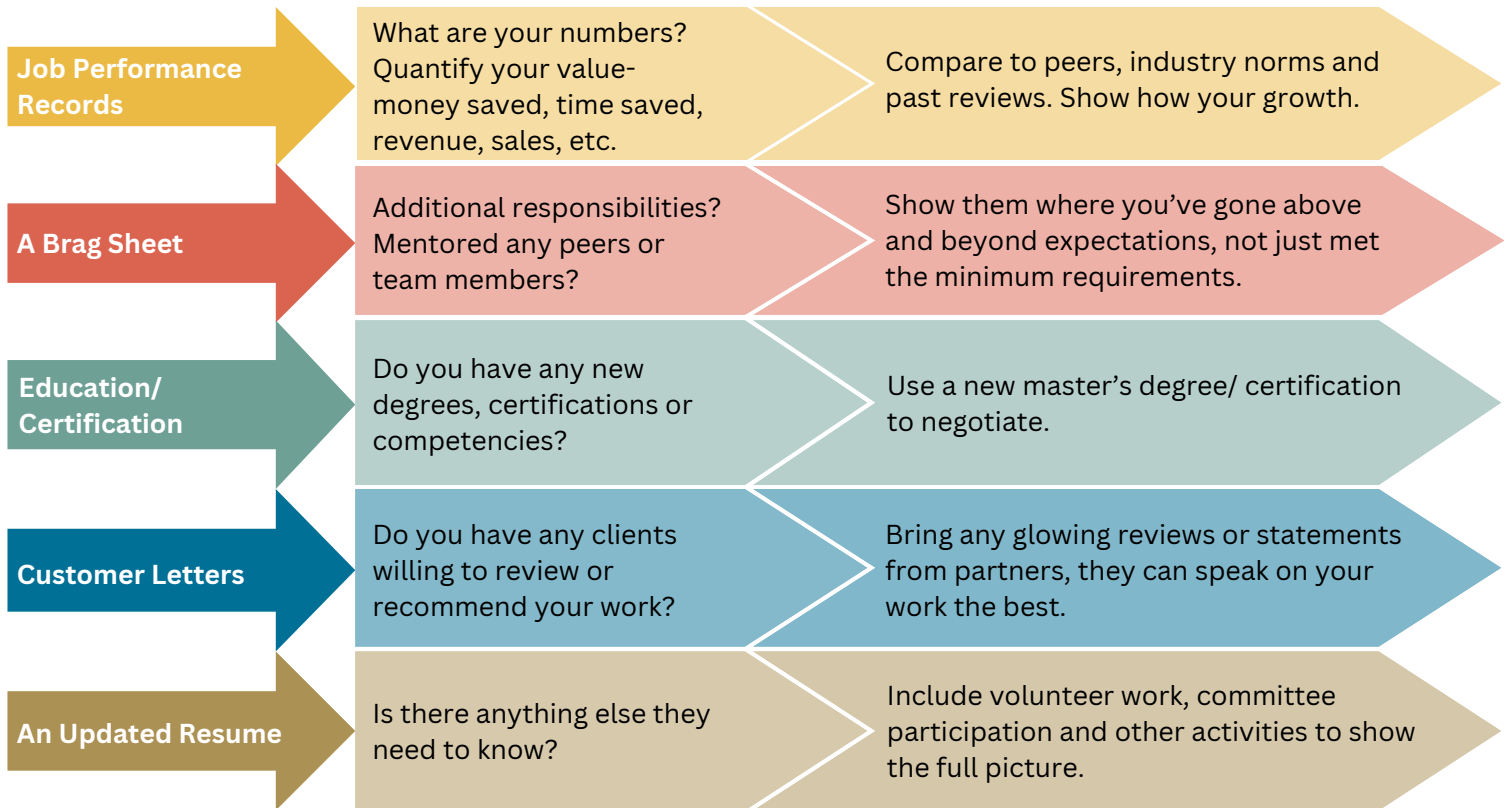
A promotion is an opportunity to negotiate your compensation package. You're not just asking your manager to give you a raise- you are asking your manager to work with you to adjust your compensation in reflection of the value you add. Doing a great job in your position isn't enough to make your case- you need to show that you've gone above and beyond for a raise/promotion. Come to the meeting with industry knowledge and your job portfolio. Discuss a timeline to implement a promotion and salary increase or ask what you need to do to earn the raise/promotion. Work with your manager to follow up and through.

Timing is



Everything

Having the good timing can help you find your manager open to the idea of a promotion. Be aware of specific times when it is not be best to approach them. Begin discussing your interest in new responsibilities 3-4 months before annual evaluations. Also, studies show that you're more likely to get a raise if you ask on Thursday because as the week wears on, we become more flexible and accommodating.



KEY PHRASE:

“What are your priorities right now?” Asking questions like this can help you understand where your negotiation partner is coming from and offer new solutions that will help the process.