

Salary Negotiating

PURPOSE

Negotiating a salary ensures you are receiving the most competitive compensation package conducive to your skills and contributions.

WHEN TO DISCUSS SALARY

A New Position – Salary conversations happen naturally when evaluating a job offer with a new or current company. It's important to note, do not bring up salary during an interview.

Request for a Salary Increase - Timing is important when asking for a pay increase. Consider the below questions when asking for a raise:

- Have you taken on new responsibilities?
- Are you exceeding expectations?
- Have you been in your position at least a year?
- Is there not already a raise or performance review scheduled?

PREPARING FOR SALARY CONVERSATIONS

Asking for the Meeting – In order to follow formal processes that may be in place, and to have your managers full attention, ask to schedule a formal meeting. If logistically possible, try to have the meeting in person. If it is not, a video call is the next best option. Avoid scheduling meetings on Monday and Friday, when possible. Prepare a quick script that you can practice ahead of time such as *“Could we schedule a time to meet to discuss my performance, contribution and compensation?”* If your manager declines to meet, consider reaching out to Human Resources.

Do Your Research – It's important to know the salary range of your position within the industry. Here are a few locations you can research salaries:

- Glassdoor
- Payscale
- Talk to others within industry
- Talk to recruiters
- Bureau of Labor Statistics

Document Your Achievements – When discussing salary, you want to speak to the value you've brought to your position and the company. Consider typing up your achievements and bringing two copies to your meeting: one for you and one for your manager. These achievements can include:

- Leadership roles
- Completed projects
- Contributions to team/company
- Big wins

Using the salary range and knowing your contributions, identify a specific salary you'll be presenting during the meeting. Aim for higher in the range, allowing yourself room to negotiate.

DURING THE CONVERSATION

Focus on Your Worth – Discuss your achievements and contributions to the team. Avoid discussing personal needs such as rent, childcare and bills. You want the conversation to focus on the value you bring to the company.

Negotiate – Ask for the salary you prepared but be willing to counteroffer if needed.

Be Patient – Your supervisor may not be able to provide you with a definitive answer during the meeting. It may require additional discussions with other leaders and the Human Resource department. Ask for a timeline on when you can expect to hear back.

POWER OF POSITIVITY

Throughout the salary negotiation process, it's important to keep a positive outlook, be respectful and be receptive to what you are hearing. Avoid demands and focus on your relationship with the company.

WHEN THE ANSWER IS NO

Understanding No – Be sure you're provided with a reason as to why your request is turned down. If it is performance based, ask for constructive feedback. Take the feedback, put it into action and re-evaluate your salary at a later date. If the reasoning is based on budget restrictions, consider negotiating for other benefits, such as:

- Flex time
- Additional paid time off
- Alternate work schedule
- Bonus

When to Walk Away – Choosing to decline a job offer or leave a current position based on salary is a personal choice. Consider weighing the other benefits of the position such as paid time off, health insurance and work environment when making your decision.

