



## SALARY NEGOTIATION

Many people can feel intimidated by salary negotiations. However, the process does not need to be nor should it be adversarial. You are embarking on a new relationship with your employer and want to start on a good note. The organization obviously wants you to work there if you received an offer so it's simply a question of how each side can get the most benefit from the deal. The key to successful negotiations is knowledge of typical salaries in your industry as well as your priorities. Career Services can assist you with clarifying your goals and appropriate salary range.

### Prior to the Interview Cycle

- Research salary ranges thoroughly so you will be in a better negotiating position and know ahead of time if a job will pay what you want (since you may not talk about salary until the very end of the interview process). Take advantage of salary surveys published by professional associations, talk with other alumni in your field, surf the Internet and the employer's own website and visit Career Services.
- Evaluate your worth so that you have evidence of why you deserve the salary you require. Consider the typical salary progression of people in your career path, industry, geographic location, and demand for job-seekers.
- Decide on the minimum salary that you are willing to accept. Increase that figure slightly when you give a potential employer a salary range (this will be the low end of your range).
- Similarly, determine additional benefits and other aspects of a job that are important to you so that if salary is not negotiable or lower than you would like, you can negotiate other perks.
- Determine the strength of your negotiating position. If you have highly sought after skills or are in a high demand profession, you have more negotiating leverage. If you are one of many candidates, you'll need to be more careful.
- If asked for requirements in a cover letter or job application, write "negotiable" or "Will discuss during interview."

### The Negotiation Process

- It's best to avoid mentioning salary or negotiating until the employer raises the question or makes an offer. If the employer asks you right away what salary you are looking for, turn the question around and ask, "Based on my qualifications and skills, what salary range were you thinking of?"
- If they still want an answer, give them a range with your minimum desired salary on the low end of the range.
- Once you receive an offer, take time to think it over before negotiating. Thank the employer and ask when they would like to hear back from you.
- For public schools, salary information is readily accessible and can be firmly fixed since it is based on years of experience and education. However, you can try to negotiate if you specialize in a high need area, have special skills or have non-traditional teaching experience such as teaching English overseas.
- Conduct negotiations in a courteous, professional manner that emphasizes your view of the negotiations as a way to benefit both you and the employer. If you are overly aggressive or greedy, you may damage your image with the employer and may even cause them to rescind their offer.
- Negotiate on the basis of your qualifications, experience, education and skills as well as factors like the demand for your skills, the organization's profitability and stability and its urgency in filling the position. Also, do not discuss your personal financial concerns with the employer.
- Ask for a higher salary (within reasonable limits) than you are willing to accept so that when the organization makes a counter offer, it will be closer to your goal.
- If a potential employer tells you the specific salary is not negotiable, creatively think of how you can achieve your objective by negotiating for other benefits that are valuable to you.
- Research the organization's benefits package beforehand on its website so you can avoid asking the hiring manager too many questions about it, which can make you seem unprepared and unprofessional.
- Never lie about previous salaries in order to get more money from a prospective employer. Similarly, don't create fake job offers in order to be in a better negotiating position with an employer who has offered you an actual position.

- If you are deciding between two offers, objectively evaluate what each will provide you in terms of work/reward (CSO has an evaluation tool to help with this). Use this evaluation to determine if you need to negotiate or if you can use one offer as leverage to try to ask for more money or benefits.
- Similarly, compare the total value of the two compensation packages to determine which is better. Create a detailed list of the value of the various aspects of the package including salary, medical, dental, disability, tuition reimbursement, retirement plans, vacation time and other perks.
- If you are changing careers or just entering the job market from school, you can determine how much to ask for or expect by researching salaries in the field. If you are attempting to ask for more than they initially offer, provide evidence for why you think you deserve more. Highlight transferable skills from previous jobs or other significant experience.

### Accepting the Offer

- Be flexible –if the organization’s final offer is slightly lower than you hoped, you may want to consider the offer if it is a good strategic move for you and has strong benefits.
- Be aware of when you’ve achieved a fair deal and stop negotiation so you don’t appear greedy or unreasonable.
- Get the final offer in writing and be wary of organizations that refuse to do this.
- Do not accept the offer and then suddenly back out of it if you receive a better offer. This can greatly harm your reputation.

### Additional Resources

Negotiation Tools:

<http://jobstar.org/tools/salary/index.htm> - Salary surveys by profession

<http://www.rileyguide.com/offers.html> - Tips on salary negotiation and evaluating offers

<http://www.erieri.com/index.cfm?FuseAction=CareerPlanning.SalaryPotential&firstletter=A#appstart> - Estimates of salaries in 2018

<http://www.homefair.com/homefair/calc/salcalc.html?type=to> - Geographic Salary Adjuster

[http://www.salary.com/home/layoutscripts/homl\\_display.asp](http://www.salary.com/home/layoutscripts/homl_display.asp) - Multiple tools

<http://www.salaryexpert.com/index.cfm?FuseAction=Home.FreeDownloads&Download=ePro> - Multiple reports & tools

<http://stats.bls.gov/search/ooah.asp?ct=OOH> – US Department of Labor Occupational Outlook Handbook

Other Useful Articles:

<http://www.argus-tech.com/interview/other-sa1.htm>

<http://www.careerjournal.com/salaryhiring/negotiate/20030805-miller.html>

<http://www.careerjournal.com/myc/negotiate/19980410-miller.html>

[http://www.quintcareers.com/salary\\_negotiation.html](http://www.quintcareers.com/salary_negotiation.html)

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