

Use your research to back up your reasons for negotiating. Say, for example:

*“My research reveals that for this position the range is from mid to upper 30’s depending on experience and qualifications. Based on my \_\_\_\_\_ internship and \_\_\_\_\_ years of volunteer experience, I was hoping that I would be towards the higher end of that range.”*

*“Thank you for the offer. I am very excited about working for you, because ABC company is my first choice. However, based on my research of industry standards, I was really looking for something in the lower to mid 30’s; is there any possibility of that?”*

**Negotiate for more than just salary.** Benefits, raises and bonuses (consider timing and percentage), start date, retirement, overtime policies, vacation and sick days, stock options, relocation/moving expenses, etc. Say, for example:

*“I realize that the salary is set, however, I was wondering if we could negotiate an early review of my performance. I truly believe that once given an opportunity to showcase my talents, you will be able to see the value I can add to ABC company.”*

**Be willing to walk away.** If you take a position you aren’t thrilled about, there’s a good chance you will want to look for a new job soon. If you do so, you’ll risk getting the “job-hopper” image.

## The Final Offer

**Get the offer in writing.**

**Send a thank you letter** to outline your understanding of the offer, your enthusiasm about employment with the company, and your appreciation for their decision to hire you.

## Evaluating a Job Offer

### Instructions:

Rate each characteristic on its “fit with your desires”.

1 = Good Fit    2 = Medium Fit    3 = Poor Fit

### Money

- Salary (in relation to cost of living)
- Benefits (insurance, retirement, vacation)
- Advancement
- Bonuses for Performance
- Opportunity for Raises

### Personal Preferences

- Challenging/Interesting Activities
- Variety of Activities
- Frequency of Travel
- Independence/Autonomy
- Management Style
- Co-worker Relationships
- Prestige of the Position
- Schedule (flexibility and amount of hours)
- Dress Requirements

### Company

- Job Security
- Prestige of the Company
- Company Size
- Working Conditions/Environment
- Turnover
- Workload vs. Staffing
- Professional Development/Further Training

### Outside of Work

- Commuting Time and Means
- Location
- Proximity to Family and Friends
- Size of the City
- Community (recreation, social, culture, etc.)

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SALARY NEGOTIATION

Career Services  
Division of Student Affairs  
“Creating Experiences for Life”



## Negotiating 101

Most employers have established salary ranges based on general practices for their field. Job seekers negotiate to ensure they're getting fair market value for their skills, experience, and knowledge. Negotiate for the right reasons – because you're worth more than the offered amount based on industry standards, not because you just want more money. Avoid basing your desired salary on your current salary, or a friend's salary in a similar position. The process of negotiating is important for future earnings because most raises will be based on your starting salary.

**Hold off negotiations** until after you're offered the position. Discussion of salary requirements before the offer can limit your negotiation leverage or screen you out of the job completely. If asked to give salary requirements, state a range or just indicate that you're seeking a "competitive" salary range.

**Salary history?** You must be honest. The company wants to identify a starting point for negotiations and to see if you're within their range. Consider describing your salary using the percentage increase in salary each year or with each job change.

**Be aware** that some companies have formal pay structures and therefore aren't negotiable. If a company has stated a salary range, there's usually little room for negotiating outside that range.

## Before Negotiating

1) Determine personal salary requirements:

### Monthly Costs:

Rent/Mortgage	_____
Car Payment	_____
Insurance	_____
Food	_____
Utilities	_____
Internet/Cable/Phone	_____
Credit Card Payment	_____
Loans	_____
Miscellaneous	_____
Savings/Emergency	_____
_____ ÷ 0.065 =	_____
(Total)	(min. salary requirement)

2) Research your career field and determine salary averages in relation to your skills and level of experience. Consult your Career Counselor, faculty members, industry journals, professionals in the field, and these resources:

- [www.salaryexpert.com](http://www.salaryexpert.com)
- [www.jobstar.org/tools/salary/sal-prof.cfm](http://www.jobstar.org/tools/salary/sal-prof.cfm)
- <http://online.onetcenter.org/find>
- [www.uncw.edu/career](http://www.uncw.edu/career)
- [www.salary.com](http://www.salary.com)

3) If possible, research the company's salary history for new hires. Contact their HR department.

4) Develop a range, usually of \$5,000. Identify specific reasons to justify your salary expectations.

5) Practice negotiating!

## Evaluate the Initial Offer

After the initial offer, thank the hiring manager and express your enthusiasm for the offer. Reiterate the importance of the decision and ask for some time (up to one week) in order to make a good decision. Remember to evaluate the entire compensation package, because salary isn't everything. Consider things like benefits, personal reward, job security, etc.

**Fully evaluate the offer:**

$$\frac{\text{_____}}{\text{(salary)}} \times 0.065 = \frac{\text{_____}}{\text{(monthly after tax income)}}$$

or

$$\frac{\text{_____}}{\text{(hourly wage)}} \times 135 = \frac{\text{_____}}{\text{(monthly after tax income)}}$$

### Relocating?

Calculate cost-of-living at [www.homefair.com](http://www.homefair.com)

## During Negotiations

**Thank the hiring manager** and express your interest in the offer again.

**Create a win-win situation.** The key to negotiating is having both parties feel satisfied.

**Use flexible terms** such as "low, mid, and upper" instead of stating actual numbers. For example, "mid to upper 30's" leaves more room for interpretation than "35-40".

**Be prepared to overcome objections.** Maintain a professional attitude and avoid being confrontational. Employers generally won't take away an offer because you want to negotiate. However, know when to stop; don't upset the interviewer.