

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 21



SALARY NEGOTIATION DO'S AND DON'TS

Here are the keys to successful salary negotiation. Follow these simple rules and you should achieve success in this important strategic tool of job-hunting. But remember, all negotiation carries risk.

- a. **Do** make sure you've done your research on the salary you should expect for the position you're seeking. And do use appropriate sources.
- b. **Don't** bring up salary issue before the employer does. And do delay salary negotiation for as long as possible (until you know exactly what the position entails).
- c. **Do** be aware of your strengths and achievements. And do be sure to demonstrate the value you'll bring to the employer.
- d. **Do** let the employer make the first salary offer. And do, if asked, say you expect a salary that is competitive with the market -- or give a salary range that you find acceptable.
- e. **Don't** inflate your current earnings just to get a higher salary offer.
- f. **Don't** feel obligated to accept the first salary offer. And do negotiate salary if the offer made is inadequate.
- g. **Do** thank the employer for the offer when it is made, but don't try to negotiate right after the offer is made. Do take the time to consider all factors before making any job offer decisions.
- h. **Don't** get overly aggressive in negotiating the salary you want.

- i. **Don't** just focus on salary. Do look at the entire compensation package.
- j. **Do** try to obtain other concessions (shorter review time, better title, better workspace) or benefits (bonuses, vacation time) if you aren't successful at negotiating a salary you want.
- k. **Don't** enter salary negotiations as part of an ego trip or part of a game.
- l. **Don't** accept the first acceptable salary offer you receive if you're not sure about the job or the company.