SALARY NEGOTIATION Q & A’s

Q: As a new College Grad, can I negotiate a higher salary than advertised by an employer?

A: Possibly, but remember to consider:
   1. The market for the type of position you are searching for within the particular geographical area you wish to work.
   2. If the market is flooded, meaning there are more qualified applicants in the field than there are available positions, it may be more difficult to negotiate.
   3. However, the reverse is also true. If there are few applicants in your field of expertise for the number of available positions, the chances of successfully negotiating a higher salary are greater.

Q: What resources are available to help me determine the salary range of a particular job title?

A: Consider the following resources:

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<th>Resources for Industry Research</th>
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<td>Occupational Outlook Handbook</td>
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<td>Career &amp; Professional Development Center Office</td>
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<td>Trade Associations/Publications</td>
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<th>Salary Information Resources</th>
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<td>▪ National Association of Colleges and Employers (NACE) Quarterly salary surveys with entry-level salaries for hundreds of jobs.</td>
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<tr>
<td>▪ <strong>Focus</strong>: A self-paced, online career and education planning tool for use by college students.</td>
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| ▪ See links on the Career & Professional Development Center web site for: "Salary Surveys/Cost of Living/Relocating Guide” under “Alumni/”  
  ○ Salary Expert  
  ○ JobStar Salary Information  
  ○ Homefair  
  ○ NACE’s Salary Survey Chart |
Q: What if an employer asks me for my salary requirements during the interview or to include my salary request in my cover letter or job application?

A: Respond with a general statement:
   For example: "My salary requests are negotiable depending on the requirements of the position."

   - This type of statement will avoid the risk of requesting a salary that is too high or too low and will provide you with the opportunity to discuss salary at a later point in the process - during the interview.

   - If you must give salary requirements before an interview, give a broad range (i.e. $35,000 - $45,000) after you have done some research on typical salaries in your field/industry.

Q: What should I do if I receive an offer?

A: During the Negotiation Phase:

1. Avoid negotiating by telephone, letter, or e-mail if possible. It’s easier to “make a sale” in person and harder for the other party to say “no” when face to face.

2. Phrase your request as a question rather than a statement, to avoid the risk of sounding arrogant or as if you are making a demand.

3. If you receive an offer and you're interested, communicate your interest and ask for 24 hours to get back to them before accepting.
   - This will be the time to think about other things you may want to know and to allow yourself some negotiating room.
   - You might ask for a little more time if you have other interviews and wish to weigh the opportunities.
   - Having other opportunities, handled correctly, can even serve as a bargaining chip if the employer is really anxious to add you to the team.