



## Professionalism is a Must!

Remember:

-Be flexible and ready to improvise if necessary!

-Salary is based on skill and ability, not by need; when negotiating do NOT bring up personal issues about needing money.

-Don't be afraid to say no and walk away, sometimes this will let employers know you are confident and capable and you should be compensated appropriately. They may also just let you walk out the door. Have a backup plan if things don't go your way.



## Special Thanks to:

"The New Salary Negotiation" by Johanna Schlegel at [www.salary.com](http://www.salary.com)  
"20 Salary Negotiation Tips" by Armando Gomez at [www.askmen.com](http://www.askmen.com)  
"2011 Salary Negotiations Tactics" by Kristina Cowan at [www.theladders.com](http://www.theladders.com)  
"Negotiating a Salary Package" by the Family Liaison Office of the U.S. Department of State at [www.state.gov](http://www.state.gov)

Salary negotiation is a continual process; it doesn't stop once you're hired. Look to the future and ask your employer what performance objectives and expectations are for you to raise your salary over the next six to twelve months.



 Linfield College  
CAREER DEVELOPMENT

Melrose Hall | Suite 010  
[career@linfield.edu](mailto:career@linfield.edu)  
(503) 883-2733  
[www.linfield.edu/career](http://www.linfield.edu/career)

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## Salary Negotiation



*Does Your*  
**COMPENSATION**  
*Match Your*  
**SKILLS?**

 **Cats to Careers:**  
Pursue **YOUR** Path!



**“Success is a state of mind. If you want success, start thinking of yourself as a success.”**

-Dr. Joyce Brothers

#### Before the interview:

- Research the position, finding many details about what the job entails, including how much time and effort you will have to put in the job. You may be able to use it to your advantage. Also try to find out how much they need the position filled.
- Find the average salary for the position (taking into account the current market value, other available benefits, etc.). Salary.com is a good place to start.
- Know the minimum amount you will accept, this will help in bargaining.
- Anticipate potential objections; sometimes employers may make unusual questions or statements like, “you’re asking for too much” –in these cases the research you’ve done should help in composing an answer.

#### During the interview:

- There are two strategies that you can choose:
  - 1) Bringing up the subject yourself,
  - 2) Wait until the employer brings the topic up. Ask for a salary range for the position, not for a specific number, that way you both have something to work with.
- Think carefully about the initial salary offer, it could be what you’re looking for, but they may also be willing to raise it if you let them do the talking.
- Know what you are worth (what you’ve been paid in the past, how unique your skills are, what are the assets you have that make you the most valuable). Basically, put numbers to your accomplishments wherever possible.

Let’s be honest, salary negotiation is probably one of the most challenging aspects of getting a job. No one likes talking about salary, but it is a necessary aspect for both you and your future employer.

Go into interviews with an idea of what salary you’re looking for. Some employers may hire you right on the spot after an interview, so it’s important to be prepared. This is your time to impress your potential employer. Don’t be boastful, but don’t sell yourself short. You want your best qualities to shine because you are being evaluated on your value to the company, and therefore, how much you’re worth.

