

HOW TO NEGOTIATE A SALARY

by Jeff Reep, M.Ed., CPCC, Director of Career Services

DURING THE INTERVIEW:

- **Never** bring up salary until they have made you an offer.
- If asked, never give them a number (as they say, the first one to give a number is the loser). Let them know you're excited about the position and would consider any reasonable offer.
- If pushed, you might say, "From my research and from what I'm hearing from my peers, I think a fair salary would range between \$xxx and \$xxx. I hope due to my education and experience that you would value me toward the upper end of that range, but I'm very interested and will consider any reasonable offer.

ONCE YOU HAVE AN OFFER:

- Make sure you have a grateful attitude. You'll really hurt yourself if you come across as demanding or entitled.
- First Appeal: See if there would be a possibility of a higher base salary, because that will benefit you every year the company gives a percentage increase in the future. You might say, "I have a lot of expenses and I know that is not your responsibility but there are a few things I have to take into consideration. I was wondering if it would be possible to get a few thousand dollars more." (Make sure its a reasonable counteroffer).
- **Second Appeal:** See if there would be any possibility of a signing bonus.
- Third Appeal: If not part of the benefit package, see if the company provides a relocation allowance.

