



■ Negotiating Salary and Benefits



■ Workshop Goals

- Outline and discuss information needed in the negotiation process and useful strategies
- Address determining your value in the position and the position's value to you
- Offer methods for reaching a decision to accept, reject, or counter-offer



■ Your offer is:



\$28,743

■ Fundamentals

- Salaries depend mainly on two things:
 - The work
 - The geographic area

■ Are salaries really negotiable?

■ Yes and no

- The degree to which a salary is negotiable depends on the position, the manager, the organization, and your perceived value.
- Most entry level positions have set salaries that are subject to very little, if any negotiation

■ What do you need to know?

- Market rate salary range for this type of position
- Prepare a budget to determine your financial needs
- What salary do you want to earn; what you need to live on; what you will be willing to settle for
- Be realistic

■ Strategies

- First offer, best offer
- Negotiation is OK and expected

■ In response to an offer consider:

- The current demand in the job market for your expertise
- The urgency of the organization's need to fill the position
- The degree to which you feel you have sold the employer on your value
- The size and financial strength of the organization
- The organization's internal flexibility to adjust salary levels

Factors to Consider in Evaluating Job Opportunities

- The Position
- The Organization
- Lifestyle
- Benefits

■ Analyze the Specific Job Situation

- Obtain a written job description
- Be prepared with questions regarding day-to-day responsibilities
- Speak with several colleagues in the department
- Ask to see the office, desk, cubicle assigned to the position
- Ask how individuals in the department communicate with each other

■ The Position

- Day to day tasks; routine or project oriented?
- Degree of independence
- Opportunity to learn new skills
- Opportunity to apply academic training
- Hours: stated and expected?
- Criteria used to evaluate you
- Personalities of supervisors and colleagues
- Opportunity for travel
- Pressure and pace of work
- Social significance of position
- Fit of position with long-term goals
- Transferability of skills after 2-3 years

■ The Organization

- Technologically innovative
- Quality of services
- Management style/quality
- Opportunity for advancement
- Encouragement of professional goals
- Reputation and image of organization
- Importance of department/division to organization as a whole
- Integrity/ethics/organization values

■ Lifestyle

- Proximity to graduate schools
- Cost of living
- Proximity to family and friends
- Commuting distance/costs
- Recreational/cultural opportunities
- Employment opportunities for partner
- Long-term professional and personal prospects for self and partner

■ Sources of Salary Information

- National Association of College & Employers: Salary Survey
- American Almanac of Jobs and Salaries
- Trade and professional association surveys
- Full-time Job Listings
- Business and trade periodicals
- Professionals in related career fields

■ Resources for Salary Information

- The International Salary Calculator
 - <http://homefair.com/homefair/cmr/salcalc.html>
- The Student Center -- Cost of Living Calculator
 - <http://www.aboutwork.com/resource/relocate.html>
- U.S. Cost-of-Living Comparisons
 - <http://www.datamasters.com/cgi-bin/col.pl>
- Virtual Relocation
 - [http://www.virtualrelocation.com/Relosmart /](http://www.virtualrelocation.com/Relosmart/)

■ Introduction to Benefits

- Paid vacation/holiday
- Office space
- Laptop/personal computer
- Retirement/401K
- Commuting expenses/parking
- Educational reimbursement
- Incentive savings
- Section 125 plan
- Life insurance
- Dental insurance
- Optical insurance
- Disability insurance
- Sick and/or personal leave
- Flextime
- Moving/relocation costs
- Child care expenses
- Maternity/paternity leave
- Recreation facilities

■ Also Evaluate...

- How does the position fit into your long- and short-term career goals?
- Do the daily work activities appeal to you?
- Is there opportunity for advancement?
- Will you be developing new skills and expanding your experience?
- Are the demands of the job compatible with your lifestyle?
- Can you manage the stress associated with changing jobs/relocating?
- Are the values of the organization compatible with your own?
- Is this employment opportunity a mutually beneficial relationship?

■ How to Effectively Negotiate

- Research salary information before you begin interviewing
- Enter the salary negotiation portion of your interview with a firm understanding of your skills and what they are worth
- Factor the entire compensation package
- When an interviewer asks for salary range, he/she is interested in establishing a starting point for negotiation
- When stating a salary range, extend the range to approximately \$5,000
- Determine opportunities for promotion

■ Negotiating Salary

- Come to the table with confidence
- Always start the process with positive comments regarding the company and position
- Know what you can deliver in tangible terms
- Understand your strengths, why you are unique
- Practice the negotiation session
- Never accept a job offer on the spot

■ Negotiating Salary

- Hear what is being communicated; be aware of body language and other subtle signals
- Be sensitive to the goals, issues, and risks of the individuals with whom you are negotiating
- Your goals, rationales and alternatives should be presented in business terms addressing the position under discussion NOT your lifestyle goals

■ Negotiating Salary

- Avoid commitment words: always, must have, never, won't consider
- Be sure both sides win
- Know when to stop the process
- Consider negotiating other aspects of your offer: benefits, vacation, start date, etc.
- Gain an understanding of the evaluation process and future increases

Evaluating A Job Offer

What is most important to you?

- Pleasant surroundings/office space
- Opportunity for advancement/mobility
- Location:
 - Climate
 - Appeal of city or town
 - Commuting time
 - Proximity to family
- Cost of living
- Salary (current or future)
- Benefits package:
 - Health/Life Insurance
 - Tuition Assistance
 - Vacation
- Job security
- Opportunity to work in teams
- Opportunity to work with new people
- Positive relationship with co-workers
- Company ethics
- Size of organization
- Variety in work
- Health/fitness
- Creativity
- Religion
- Learning potential
- Maintaining close friendships
- Skill transferability
- Making new friends
- Independence
- Finding a significant other
- Significant other's career
- Positive relationship with supervisor
- Local arts, entertainment, cultural activities
- Participation in organized sports
- Level of pressure on the job
- Adventure/excitement

■ Steps In Asking For More Time

In asking for more time, you may be implying:

- You have other offers to consider, and/or
- You are unsure about the offer.

If you have other offers:

- Explain to the district that you have other offers to consider; while this opportunity appears to be extremely interesting, you need to evaluate the others as well. State that by going through this process, you will firmly know which school will best meet your needs and interests.

If you do not have other offers or are unsure about the offer:

- Explain to the district that you need to explore other opportunities for the same reasons stated above.

■ What Salaries Really Buy

- What is your salary worth? A salary of \$30,000 in New York city has less purchasing power than a \$30,000 salary in Atlanta. All cities have different cost of living standards. In order to compare the cost of living of cities you are considering, you may want to visit the following website:

<http://www.homefair.com/homefair/cmr/salcalc.html>

- This website will calculate the relative purchasing power associated with each of your salary offers. You might be surprised!