YOUR GUIDE TO *Salary Negotiation*



Salary negotiation is a normal part of the hiring process. Employers often expect candidates to ask thoughtful questions about compensation. Use this resource to structure how you approach your next salary conversation.

3-Step Process

1. **KNOW YOUR VALUE**
   Reflect on your skills, experience, education, certifications, and the value you'll bring to the role.

2. **DO YOUR RESEARCH**
   Compare salaries using reliable resources, consider the location, and understand the typical pay range for similar positions.

3. **NEGOTIATE PROFESSIONALLY**
   Express enthusiasm for the role, confidently discuss compensation, and ask thoughtful questions while remaining respectful and collaborative.

Remember This!

Think Beyond Salary: Consider the full compensation package, including benefits, paid time off, retirement plans, bonuses, flexibility, and professional development.

Take a Little Time: It is okay to ask for time to review an offer. Thoughtful decisions are better than rushed ones. Make sure you follow-up within 24-48 hours!

Negotiation Example

"Thank you for the offer. I'm excited about the opportunity and eager to contribute to your team. Based on my experience and qualifications, I was hoping to be closer to $XX,XXX. Is there flexibility in the compensation package? I'd love to find a solution that works for both of us."

Where to Research

U.S. Bureau of Labor Statistics (OEWS) profiles

The BLS provides wage Statistics that allow you to research national salary averages and job outlook data.

O*NET OnLine

This resource allows you to compare wages alongside job duties and required skills. You can also view employment trends by state.