

GUIDE TO SUCCESSFUL SALARY NEGOTIATIONS

CLEMSON UNIVERSITY MICHELIN[®] CAREER CENTER

1. **Know your value/do your homework:** Using the websites listed below, you can do research on cost of living and what others in your field/with your experience make. Also, find out information about the company you are negotiating with, especially information about how they handle negotiations. Talking to others within the organization is often the best way to go about this.
2. **Ideally, wait until offer has been made to negotiate:** It's hard to negotiate the salary and benefits if you don't even know if the employer truly wants to hire you. By waiting, it also helps to keep you from shooting yourself in the foot.
3. **Allow the employer to go first:** Another technique that helps to keep you from getting yourself in trouble. By letting the employer make the first mention of salary and benefits, it gives you something to respond too, whether it's too low or just right. If the offer is much higher than you expected, lucky you! However, if you were to open the discussion about salary, then that high offer would be unattainable.
4. **Never give a dollar amount, always give a range:** Make the range slightly higher than the low end of your range. For example, if your expectations are low range, \$30K, mid range, \$33K, and high range, \$36K, then say you are seeking between \$33K and \$37K
5. **Support your position with examples:** When an employer asks why they should pay you the amount you ask for, be ready to respond. Typical responses revolve around skills, experience, and the average in the area. Be specific when referring to these as well.
6. **Be willing to find a common ground:** Most likely, you are not going to get your dream salary and benefits package. Likewise, the employer might end up having to pay you more than they want. Accept both of these points and try to work out something that is agreeable to both parties.
7. **Remember that salary is not the only thing that is negotiable:** Some employers cannot negotiate on salary, but can negotiate on a number of benefits. Sometimes stock options can be more valuable than salary. See the list below for a lengthy, albeit incomplete, list of benefits that might be negotiable.
8. **Once an agreement is reached, make sure you get it in writing:** This is in case one party or the other gets confused on the terms of the contract. This way you can always refer back to the agreement to settle any disputes.
9. **Throughout the process, be professional:** Yes, this is your salary and benefits, but losing your temper will just hurt you in the long run. No matter what the employer says or does, keep an even temper and a calm voice.

Reference Sites for Negotiation:

Gives salary ranges for positions. <http://jobstar.org/tools/salary/index.cfm>

Cost of living comparisons. <http://cgi.money.cnn.com/tools/costofliving/costofliving.html>

What Am I Worth <http://www.rileyguide.com>

Other Salary-Related References Sites:

Michelin[®] Career Center Salary Survey: <http://career.clemson.edu>

Salary salary.com

Job Star jobstar.org

Wageweb www.wageweb.com

Abbott-Langer abbott-langer.com

Robert Half International www.rhii.com

Monster monster.com

Quintessential Careers quintcareers.com/salary_negotiation.html

Riley Guide rileyguide.com/offers.html

Benefits that can be negotiable

- medical care
- dental care
- disability insurance
- life insurance
- days off/vacation time/personal days
- retirement benefits
- stock benefits
- overtime/comp time
- company car
- relocation assistance
- expense coverage
- title
- training
- access to technology
- home equipment usage/access