

## **NEGOTIATION SKILLS**

Congratulations on receiving a job offer! So, now what? It is important to evaluate and reflect on the offer to determine if you would like to negotiate salary, benefits, or more. Use the following tips to know when and how to negotiate.

### **Research:**

- Research the company's salary ranges, as well as salary ranges for this type of position and industry based on geographic location.
- Utilize more than one source to research salary and other benefits.
- Consider other non-salary negotiables like job responsibilities, professional development, and transition time.
- Keep in mind your level of education and experience and how it adds to your worth.

### **Budget:**

- Create a budget based off the cost of living and personal expenses.
- Identify your wants versus your needs.
- List all the benefits you plan to receive in the compensation package.

### **Establish a Salary Range:**

- Identify the minimum salary you will accept.
- Use your research to develop an acceptable salary range for the position, organization, and location.
- Prepare to discuss why you have selected that target range and back it up with your research.
- Stay within the established target salary range when negotiating.

### **Practice:**

- Think about your resume, past experiences, strengths, and accomplishments that make you an asset to the organization.
- Communicate your worth clearly by using specific examples.
- Remain confident in your abilities and value to the organization.
- Practice the conversation you plan to have out loud and talk through your responses to questions the employer could potentially ask.

### **Decide:**

- Ask for the proposed agreement in writing and review it before deciding.
- Evaluate the pros and cons of the role, organization, and complete compensation package.
- Always remain professional whether you accept or deny the position.