

BTAA – WIT Coffee Catchup Meeting December 2021

Before the negotiation

1. Keep in mind that many employers want or expect you to negotiate your salary offer.
2. Take time to consider the initial compensation package before the negotiation begins. Hiring managers expect that you may need a few days and sometimes up to a week to review the offer before accepting it or negotiating.
3. Look for and compare salaries within and outside of your institution. Research the salary ranges for positions that are like the one you've applied to for the city or area you'll be working in. Factor in your experience, skills, and any extra responsibilities that would affect your target number or range.
4. Determine your bottom line before negotiation. Get a minimum in your head of what is non-negotiable, do not give below that number. *Stick* to that minimum. If the employer wants you, they will match it.
5. Write up a script about what you will say, depending on what the hiring manager says so you are ready with your responses.
6. Know your worth. Make some notes on what you bring to the table. What have you produced? How is that quantifiable? Note these quantifiable outcomes using specific project examples.
7. Seek out legal advice, if appropriate.
8. Practice with a friend, colleague, or partner.

During the negotiation

1. Have your resume and the job description in front of you for reference. If you've prepped them, have your negotiation script and/or talking points on the value you will bring to the team and the organization.
2. Show enthusiasm for the role and your commitment to the opportunity throughout the discussion.
3. Try to elicit a number or range from the hiring manager before divulging what your range/number is. If asked for a number, respond with some version of, "I would be interested in hearing the salary range for this position before I commit to a figure."
4. If asked to provide your current salary, let the hiring manager know that you'd rather not reference on your current situation, which may not be applicable to the scope of responsibilities in the role you've applied for.
5. Don't be afraid to ask about "wiggle room." If you don't ask, you don't get.
6. In the public sector, employers often claim, "This is the highest we can offer." This is not always true. If you counter their offer, you can potentially get more.
7. At the appropriate time in a negotiation, being specific about what you need can be helpful in achieving the raise/salary you're hoping for. At some point, you may feel the need to propose an actual number.
8. Consider the entire compensation package. Ask about other aspects of the offer: paid time off, annual bonuses, sign-on bonuses; opportunities for remote work.

Things to avoid:

1. Email and SMS: Do not negotiate via email or chat. I have seen this occur and it did not end well.
2. Personal situations – companies do not take into consideration your personal considerations (i.e. your debt, bills, personal goals, etc.) as part of the salary offer. Instead, focus on the value you bring to the company.
3. Avoid statements that start with “I want,” “I think,” “I believe,” which may undermine your bargaining position. State your expectations firmly, like “I cannot accept this position if I do not earn X,” “I see the going rate for X in Minneapolis is X, therefore, I would expect to make at minimum X.”

Success stories:

- Have been told 3 times “This is the highest we can offer you”; counter-offered all 3 times and was offered more money each time.
- Assisted a colleague by providing resources and information; she was able to negotiate higher salary.
- Documented my increased job responsibilities and lack of pay equity in the field and the university and brought an informed discussion to my supervisor and HR. HR wasn’t willing to increase the salary, but I was able to use my research to take a new opportunity at a rate closer to market value.

Resources

- **Ask for It**
by Sara Lechever: <https://www.amazon.com/Ask-for-It-audiobook/dp/B001501OS6/>
- **Getting to Yes: Negotiating Agreement Without Giving In**
by Roger Fisher:
https://www.amazon.com/dp/0143118757/ref=cm_sw_em_r_mt_dp_XFWCHMTVR1WA0JFJ42D0
- **HR Departments:** Leverage the information from your HR Department – they may be able to provide salary ranges and/or market data for the job level you are applying for.
- **7 of the Best Salary Information Websites for Negotiation:**
<https://www.moneyunder30.com/best-salary-information-websites>
- **Bureau of Labor Statistics** provides salary averages for your field:
<https://www.bls.gov/bls/blswage.htm>