

## Salary Negotiation 10 Practical Tips

You are at that point where you have done your homework on the company. You like what you see. The job post states a salary range that you are comfortable with, but you are looking to acquire the higher end. The job interview went well and now they have presented you an offer that is at the lower end of the salary range. How do you negotiate? The topic of negotiations is a tough one. It is best to do this in person. I would even practice a few times with a script before attempting to do this one on the fly regardless of the method you choose to communicate your needs.

### **1, Put it in writing**

I would request that they put the offer in writing to you. Have the offer in writing in your hand before attempting to negotiate anything. If they just told you a range over the phone do not negotiate.

### **2. Do your research.**

Before deciding how to negotiate a job offer, you must first evaluate what salary and/or benefits you need, as well as the many factors influencing your leverage and the employer's budget. I would write down these items line by line.

### **3.. Write, revise, and practice your script.**

Whether you approach the hiring manager verbally or through email, build your script well in advance. If you are on the phone with the hiring manager do not only think about what, you will say if things go your way—make some backup plans in case the employer takes some convincing. Have a friend or family member review it to ensure you strike the right tone. After that, it is all about practice, practice, practice!

### **4. Know what you bring to the table.**

If you want to negotiate a better wage, you should know why you deserve that pay jump. What unique skills, industry expertise, or situation-specific knowledge do you offer that will greatly benefit this organization? Review your skills list. Prepare these value props ahead of time and be ready to pull them out when the employer asks for the reasoning behind your request for a better package.

### **5. Be confident.**

If you're visibly nervous walking into the negotiation, your body language says two things: (1) you don't truly believe you deserve a stronger offer, and (2) you won't push the issue if they refuse to improve the salary. Confidence shows that you know you can do more for the business than the current proposal suggests.

### **6. Be enthusiastic.**

Enthusiasm reassures the hiring manager that you are genuinely interested the position and it is worth their while to spend some time negotiating pay. If they do not believe that you are

sincerely considering accepting, they will be unmotivated to work with you and may simply refuse to compromise so they can move on to the next candidate.

### **7. Understand the other person's position.**

The resources available for your compensation hinge on the company's revenue, dependence on your role, and several other factors. Familiarize yourself with the employer to get a better idea of how much flexibility there is in your package. This can also affect your salary negotiation strategies—for example, you may be more successful aiming for some extra vacation time than a boost in salary for positions at small businesses.

### **8. Use silence to your advantage.**

One of the many salary negotiation strategies experts recommend is just stop talking. State your case, propose the increased salary, and then wait quietly. Even if the silence begins to feel awkward or uncomfortable, let the other person speak first. If you speak before you receive a reply, you risk losing your position of strength.

### **9. Know when to push and when to back off.**

You are only going to alienate the hiring manager if you keep insisting on something, they cannot give you. Sometimes the hiring manager is not authorized to decide on salaries. If the salary is fixed, aim for your top preferred benefits to make up the difference. If the employer will not budge on anything, then you have probably maxed out their resources. If you have tried to negotiate a few times and the other person seems resistant, it is time to stop.

### **10. Be professional – even if you decline the offer.**

This is a good rule for the entire job search process, but especially for salary negotiation. Professionalism includes your dress, body language, and speech. You never know what other companies a potential employer is connected to, so do not give them the opportunity to say anything negative about you. Plus, if you return to this business for a future opening, you will be glad you did not burn those bridges.

Once you have employed the above salary negotiation strategies, do not be surprised if the hiring manager needs to take some time to process your request. Simply state your appreciation and wait for their response. You are well on your way to optimizing your employment package!