

SALARY NEGOTIATION

How to get the most out of your job offer

Office of Public Health Practice and Career Services



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Introduction

Salary negotiation and research is a crucial part of the job search. Knowing your worth and your needs and wants are critical to making sure that you are happy and successful in the next steps of your career. This goes well beyond salary, so be sure to look at the entire compensation package. Make sure to review all the benefits that come with the job.

- Do not bring up this information before you receive the offer.
- You are not obligated to accept the job on the spot. Most employers expect you to review the information they initially give you.
- Give the hiring manager a date and time you will respond by and DO respond by that time.
- Be sure to thank them for their time.

Researching Your Salary

Consider the following when researching salaries and determining whether you have received a reasonable offer.

- Position title
- Job sector
- City or geographic area
- Education level
- Years of relevant work experience
- How closely you fit the job description
- Your salary history
- How closely you match the responsibilities of the job

Tools for researching salary:

- Ask people in your network
- Search the organization's HR site
- Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
- Texas Tribune (for public salaries): www.texastribune.org
- Indeed: www.indeed.com
- Glassdoor: www.Glassdoor.com
- Salary.com: www.salary.com

Other salary considerations for yourself:

- What is the minimum salary you are willing to make?
- What is the variance in cost in where I am moving to? This takes into consideration cost of living.
 - <http://money.cnn.com/calculator/pf/cost-of-living/index.html>
- What other elements of this job offer can you negotiate?



When to Negotiate

When you should negotiate:

- If, after completing your research, you have found the compensation package is overall too low for the position, company, and area.
- You meet all the criteria in the job description.
- There is room to negotiate
 - If the pay range is posted, most HR recruiters and hiring managers cannot go outside that range

When you should not negotiate:

- You have no intention of taking the job.
- For the sake of negotiating.
- If the base salary is truly non-negotiable (such as stipends).

How to Negotiate

- Address the person who made you the offer.
- Avoid any mention of your personal finances.
- Avoid the use of “I need” or “I deserve.”
- It is most common to negotiate using the same way you received the initial offer, either in writing or verbally (over the phone). You can do whatever feels most comfortable to you.
- State that you have researched salaries for the position in the specific area.
- Provide a small range for what you think is fair (remember 99% of the time they will go with the lower number, but do not inflate).
- Remind them of your qualifications.
- End on a positive note and let them know how eager you are to begin.

Other Negotiables

Remember there are a number of things that can be negotiated besides salary. Often in tough economic climates, non-profits, or small companies, there is little to no room for salary negotiation. However, they do have some flexibility with these other variables. This is why it’s important to look at the culture of the place you are working as well as the entire benefits package, rather than just the initial salary number.

- Relocation expenses
- Start-up or professional development funds
- Office, lab, or project space
- Lab or other office equipment
- Employer paid mobile devices
- Reserved or free parking
- Employment start date
- Reduced or on-site child care
- Flexible commuting options
- Supplemental pay or bonuses
- Paid time off and vacation time