

## **Salary Negotiation Do's and Don'ts**

Here are the keys to successful salary negotiation. Follow these simple rules and you should achieve success in this important strategic tool of job hunting.

### **Salary Do's**

- Do make sure you've done your research on the salary you should expect for the position you're seeking. And do use sources such as salary.com and others.
- Do be aware of your strengths and achievements
- Do be sure to demonstrate the value you'll bring to the employer
- Do let the employer make the first salary offer
- Do, if asked, say you expect a salary that is competitive with the market or give a salary range that you find acceptable
- Do delay salary negotiation for as long as possible until you know exactly what the position entails
- Do negotiate salary if the offer made is inadequate
- Do look at the entire compensation package (401K, sick days, paid vacation, life insurance)
- Do try to obtain other concessions such as shorter time between performance reviews, better title, better workspace or benefits such as bonuses and vacation time, if you aren't successful at negotiating the base salary that you want
- Do get the offer in writing!

### **Salary Don'ts**

- Don't bring up salary before the employer does
- Don't inflate your current earnings just to get a higher salary offer
- Don't feel obligated to accept the first salary offer
- Don't get overly aggressive in negotiating the salary you want

*(continued)*

## **Salary Negotiation Do's and Don'ts**

- Don't just focus on salary. Also review their benefit package, including, 401K, sick days, paid vacation and life insurance
- Don't enter salary negotiations as part of an ego trip or part of a game
- Don't accept the first acceptable salary offer you receive if you're not sure about the job or the company

**(End)**

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