

# WHAT'S MY WORTH?

## EVALUATING JOB OFFERS AND NEGOTIATING YOUR SALARY

A job's value is based on more than just a salary. Benefits matter too. Consider the whole package before negotiating. What benefits matter most to **you**?

### TYPICAL BENEFITS

- Health/Dental/Vision/Life Insurance
- Paid Sick/Vacation/Holiday Time

#### My Benefits Wish List

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### MORE COMPREHENSIVE BENEFITS

- Sign-On Bonus
- Relocation Express
- Salary Progression
- Retirement
- Profit Sharing/Stock Options
- Tuition Reimbursement
- Overtime
- Commuting/Parking Reimbursements
- Employee Perks
- Flexible Hours
- Telecommuting
- Technology
- Professional Development

## How to Negotiate Your Salary

### STEP 1

#### Do your research.

#### SALARY NEGOTIATIONS & CONSIDERATIONS

- Education
- Position
- Experience
- Skills

#### FIND THE SALARY RANGE FOR THE POSITION

- salary.com
- payscale.com
- glassdoor.com
- bls.gov
- NACEweb.org

### Research The Company

Company Name: \_\_\_\_\_

Industry: \_\_\_\_\_

Location: \_\_\_\_\_

Create a budget to understand your needs and identify a target salary. Not sure where to start? Visit [cacareerzone.org/guide/budgetguide](http://cacareerzone.org/guide/budgetguide) for help or [mint.com](http://mint.com) to start tracking your current expenses.

#### BUDGET

Housing	\$
Groceries	\$
Car	\$
Insurance	\$
Utilities	\$
Cable/Internet	\$
Cell Phone	\$
Student loans	\$
Savings	\$
Entertainment	\$
Travel	\$
Other	\$
<b>TOTAL</b>	<b>\$</b>

Remember that salary expectations can vary by location and industry, even if the job responsibilities are similar.

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## STEP 2

Let the employer make the first offer.



## STEP 3

Review the offer.

### Give yourself time to review:

- Based on your research, what is the average salary for this position?
- Are there areas where you would like to negotiate in addition to salary?
- What is the lowest number you are willing to accept?

### When not to negotiate:

- Jobs that are in highly structured organizations or with a known salary grade. (e.g. government, military, public school teachers).

## STEP 4

Prepare a counter offer.

### REMEMBER,

**YOU** are your biggest advocate.

- Be prepared with your research.
  - Be persuasive, but flexible.
  - Be confident, but not pushy.
  - Aim high, but be reasonable within the researched salary range of the position.
  - Understand the difference between “Here’s my offer ...” and “Here’s my final offer ...”.
  - Helpful phrase: “My research tells me that someone with my skills, education, and qualifications doing this job earns between \_\_\_ and \_\_\_ with a median salary of \_\_\_.
- What’s your offer?”

- “Aim for a realistic target salary based on your research
- Be explicit in your request.
- Consider nonmonetary benefits.
- Know your bottom line and be prepared to say no.
- Use your research and know your worth.

### Bring concrete reasons why you deserve a higher salary:

What special skills will you bring to the position? What experiences have prepared you? What does your research show is typical for someone in this role?

How will you contribute to the organization’s profitability?  
What nonmonetary benefits would you consider negotiating?

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (09/24)