Negotiating a salary

Reflect/research prior to interview

- Understand your strengths and why/how you are unique and how you compare to others.
- Research and know the salary range of the position for which you are interviewing. www.glassdoor.com is a great resource.
- Practice the negotiation session with a Career and Industry Specialist, or a trusted friend or family member.

During the interview

- Do not initiate a conversation about salary or the compensation package.
- If asked about salary in the interview, respond by saying that you are more interested in finding a position that is a good fit and that you are confident the employer is offering a competitive salary. If pushed for more information, respond with a salary range that is in line with what you researched beforehand.
- Never accept a job offer on the spot, make sure you receive a formal offer with all of the information in the compensation package. Request from the hiring manager for one to three business days to review the package.

When you receive the offer

- You should always get your final offer in writing. Don’t sign any documents until you’ve read the offer thoroughly.
- Start with thanking the employer and begin the negotiating process with positive comments regarding the company and the position.
- Provide ample justification that what you are asking for is fair and reasonable, be sure to present this information in a professional manner.
- Have clear evidence that your price is in line with the market or with that of other employees in similar jobs in the company/industry, not your lifestyle goals.
- Avoid commitment words: always, must have, deal-breaker, never, won’t consider. Successful negotiations require restraint and appearing impatient or greedy will work against you.
- Don’t run the risk of starting off on the wrong foot by making them reconsider you because you played hardball over salary.
- Consider negotiating other aspects of your offer: benefits, vacation, bonuses, start date, and relocation costs.
- During the process, hear what is being “communicated” not just what is being said. Listen for leading questions: “How does that sound to you?” or “Tell me how you feel about that.”
- Be aware of body language and other subtle signals.
- Be sensitive to the employers’ perspective while negotiating.
- Keep in mind your industry; some industries, like public entities, may offer less flexibility of salary; whereas a private industry position may offer more negotiating room.
- Accept the offer once you receive a compensation package you feel is fair.
- For additional information, view our video on salary negotiations at links.asu.edu/asusalarynegotiation.

Determine your compensation requirements

Based on the industry, and what peers in your position would likely be receiving, what is your ideal salary range?

What certifications/trainings/special experience do you have to justify this range?

What non-salary items are feasible with the company you are negotiating with?

Non-salary compensation package examples:

- Flex time
- Signing bonus
- Yearly/quarterly bonus
- Moving/relocation costs
- Profit sharing
- Retirement/401K
- Stock options/equity
- Incentive savings
- Paid vacation time
- Laptop/personal computer
- Educational reimbursement
- Commuting expenses/parking
- Maternity/paternity leave
- Child care expenses
- Life insurance
- Health/dental/optical insurance
- Company car
- Cell phone
- Club/association membership
- Corporate recreation facilities
- Start date
- Early reviews with option for salary increase

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