**WHAT TO KNOW BEFORE**

- How much you need to make
- The salary range listed for the position
- What your research indicates the salary range should be
  - Use labor market research tools such as ONET, EMSI Career Coach, and our Industry Profiles
- Other contributing factors

**WHY NEGOTIATE SALARY?**

- Future raises are based on your starting salary
- Lifetime earnings are significantly higher for those who negotiate their salaries
- You do not want to miss the opportunity to show your potential employer that you have done your research

**WHY PEOPLE DON’T NEGOTIATE**

- Feel grateful to have a job/opportunity and are satisfied with the initial offer
- Never taught or are intimidated to negotiate

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**TIPS TO PREPARE FOR NEGOTIATION**

- Know how much value you can offer
- Research the market average
- Prepare your talking points
- Schedule a time to discuss
- Practice your pitch
- Be confident
- Lead with gratitude
- Ask for the top of your range
- Prepare for tough questions
- Be flexible
- Ask questions
- Do not be afraid to walk away

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“The key to a good salary negotiation is to always know your value!”
- J.T. O’Donnel
What Else Can I Negotiate?

1. Start date
2. Educational/Training expenses
3. Renegotiate salary at first performance review
4. Bonuses/Raises - signing, end of year & performance salary increase
5. Stock options
6. Flex time - make sure it is an option and do not ask to start a flex schedule right away

NOTES

For a complete list of no-cost services, upcoming events, and our locations, visit our website.