

Salary Negotiation: The Essential Guide



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Thank you for choosing to attend our
Salary Negotiation
workshop brought to you by the
Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on. "To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently."

Objectives

Learn the:

Who?

What?

When?

Where?

Why?

How?



What to Know Before Negotiations



- How much do you need to make?
- What is the salary range listed on the posting?
- What should the salary range be for the position (ONET, Glassdoor.com, etc.)?
- What are other contributing factors?
 - Your personality and cultural fit
 - Stress level
 - Benefits
 - Hours
 - Commute

Equal Pay for Equal Work Act: SB19-085

The act prohibits an employer from:

- Seeking the wage rate history of a prospective employee or requiring disclosure of wage rate as a condition of employment;
- Relying on a prior wage rate to determine a wage rate;
- Discriminating or retaliating against a prospective employee for failing to disclose the employee's wage rate history;
- Discharging or retaliating against an employee for actions by an employee asserting the rights established by the act against an employer; or
- Discharging, disciplining, discriminating against, or otherwise interfering with an employee for inquiring about, disclosing, or discussing the employee's wage rate.
- The act requires an employer to announce to all employees, employment advancement opportunities and job openings and the pay range for the openings.

Equal Pay-Exceptions

The act allows exceptions to the prohibition against a wage differential based on sex if the employer demonstrates that a wage differential is not based on wage rate history and is based upon one or more of the following factors, so long as the employer applies the factors reasonably and they account for the entire wage rate differential:

- A seniority system;
- A merit system;
- A system that measures earnings by quantity or quality of production;
- The geographic location where the work is performed;
- Education, training, or experience to the extent that they are reasonably related to the work in question; or
- Travel, if the travel is a regular and necessary condition of the work performed.



Salary Transparency Laws

As of May 2023: Colorado, Connecticut, Maryland, Nevada, Rhode Island, Illinois, California, and Washington.

Why Negotiate Salary? (Part I)



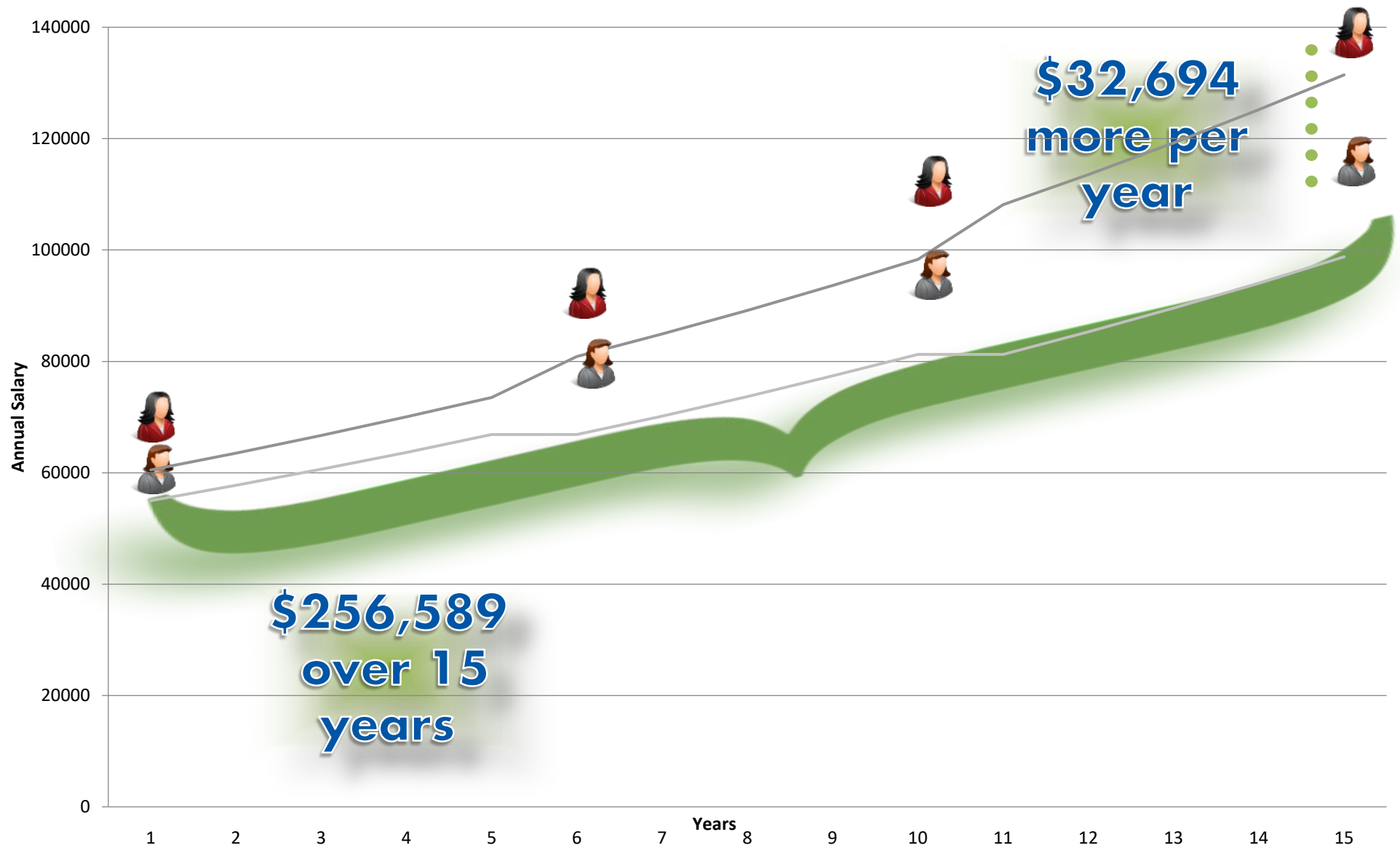
Nancy
"The Negotiator"



Tammy
"The Timid"

- Nancy and Tammy are carbon copies of each other in education, skills, and experience.
- Both of them get a 5% annual salary increase, and get a new job every 5 years.
- BUT the difference between the two is Nancy negotiates a 10% increase with each new job offer and Tammy doesn't...

What are the Results?



Nancy



Tammy

Reasons Why People Don't Negotiate

- Feel grateful to have a job / opportunity and are satisfied with the initial offer
- Never taught to negotiate
- May feel intimidated
- Don't want to take a chance



Why Negotiate Salary? (Part II)

Show your potential employer you know your stuff using:

The Power of Networking: (get creative)

- Contacts from LinkedIn, Facebook, "X"/Twitter, WHEREVER!
- Networking with friends, family, contacts from your phone and email, past co-workers and bosses, your neighbor, someone you volunteer with, someone from high school, etc.
 - Onetonline.org
 - Glassdoor.com



Knowing what's reasonable in the range brands you as:

- Organized, prepared, competent, reasonable, and most importantly, someone that recognizes a lowball offer when they see one




Negotiation Leverage

Tim



Tom



| |  TIM |  TOM |
|--------------------------|---|---|
| 1. Networking | 1. Connected to people on the inside | 1. Knows no one on the inside |
| 2. Social Media | 2. Has a polished social media brand | 2. Has no professional social media |
| 3. Resume & Cover Letter | 3. Targets his resume and cover letter | 3. Uses the same resume and cover letter every time |
| 4. Application | 4. Polished application | 4. Has an average application |
| 5. References | 5. Outstanding references | 5. Okay references |
| 6. Interview | 6. Convinces interview that he is an investment | 6. Thinks he interviews well (but doesn't) |
| 7. Follow Up | 7. Gives a thank you note and follows up after every interview | 7. Never follows up |

Sales Training (Part 1)

A good **SALESPERSON** sells to **CUSTOMERS**

- ✓ They ask questions to understand the customer's needs
- ✓ Customizes the message to the customer's needs
- ✓ They explain the unique perks to beat out the competition
- ✓ Don't over sell the product and never lie!
- ✓ Nice personality

A good **JOB SEEKER** sells to **EMPLOYERS**

- ✓ The **JOB POSTING** has almost all the answers to what the employer needs
- ✓ Customize your message to the employer's needs
- ✓ Tell them about what makes you unique to beat out your competition
- ✓ Don't oversell your capabilities and always tell the truth!
- ✓ Personality fit is almost more important than skills

Sales Training (Part II)

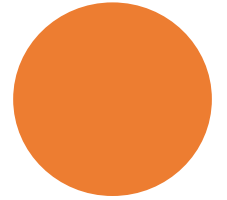
- Also equate your work to awards, customer satisfaction ratings, positive feedback, meeting performance goals, and/or having progressive yearly evaluations, etc.
- Prove whatever extra they have to pay you will be made up in what you save them. An example of this might be:

“...and with that project we saved the company 10% on production costs, was able to make a more quality product which increased customer satisfaction records from 89% to 98%!”



Salary Questions in the Interview

- When do you ask about salary in an interview?
 - **NEVER!** They will bring it up; first one to speak loses
 - What if the application/cover letter asks for a desired salary?
- Remember, employers cannot ask about prior salaries.
- What if they **DO** start talking money in the interview?
 - Ask them, "What is the budgeted **range** for the position?"
 - If the range is appropriate, then reply, "That's a range I'm comfortable with."
 - You can also say, "The salary range is negotiable."



During and After The Salary Negotiation



After they offer you the job, and give you their first offer...

- Tell them you're excited about the offer and tell them, "This is the job that I want" (if that's true).
- When they outline their offer, stay within 5 to 15% of that offer.


After you make the counter offer...

- Silence is golden!
 - Stay cool, and let them think about it.
- If they tell you they will get back to you, get a time frame and follow up with them if the time frame passes.

If Asked About Past Salary

- Want to refocus on this position and tasks
- Emphasize accomplishments and results education, training, and experience from past jobs
- Past pay is not related to this current position
- Can mention the new law and legislation
- I will move for this amount
- That offer is below what I'm currently making





If The Negotiation Doesn't Go As Planned...

- Consider how much you were are making.
- Are you going to build valuable experience?
- Is a lower wage going to help you in the long run, i.e. little pay but close to home?
- Is it a survival or transitional job?
- If they'd made it clear things are not negotiable.
 - What types of jobs usually don't negotiate?

Considerations if the Negotiation Doesn't go as Planned...

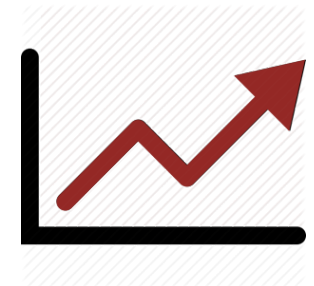
Find out when the first performance review will be

- Start preparing for that review when you start the job. Get them to be very specific with what it takes to receive outstanding results. After achieving those results, you can renegotiate your salary at that point.
- Also keep searching for a job. If you have other offers, or even just interviews lined up, you then have negotiating leverage at that performance review.



What Else Can I Negotiate?

- Start Date
- Educational/Training Expenses
- Renegotiate Salary at 1st Performance Review
- Bonuses/Raises
 - Signing
 - End of the year
 - Performance salary increase
- Stock Options
- Flex Time
 - Make sure it is an option and don't ask to start a flex schedule right away
- Vacation, Retirement, Insurance and Health Benefits?
 - Generally, not negotiable but you can ask
 - Network to find out



Review

- Know the company
- Know how much to ask for
- Know how much you need to make
- First one to throw out a number loses
- Know when to stop
- Don't be afraid
- Don't get upset
- Stay professional



Thank you for attending our workshop today.

- We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.
- We especially enjoy your personal comments.



Workshop Evaluation, link:

<https://fs8.formsite.com/adworks/Evaluations/index.html>

PowerPoint and Handout, link:

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

To reach a Career Services Advisor, link:

<https://fs8.formsite.com/adworks/form52/index.html>