

## Making Sense of Salary

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### Knowing Your Worth

- Many things can impact your salary, such as geographical area, cost of living, company size and age, industry, and other benefits offered
- Have an idea of what is important to you and what you are willing to compromise on. Maybe you would make \$3000 less, but you have flexible scheduling and the ability to work from home twice a week, which saves you money on your commute
- You can research a company's general benefits overview and salaries if they are included on Glassdoor: <https://www.glassdoor.com/Reviews/index.htm>
- If you know someone currently in the company, or who previously worked for them, you may ask them if they remember what their entry-level salary was. Be careful not to ask what they currently make, but ensure they know you are just doing research to have a reasonable expectation
- There are many resources available to research an appropriate salary range for you, based on your education, geographical area, and industry of interest
  - <https://www.salary.com/> - Click on "Get my salary estimate" under Individual
  - <https://www.payscale.com/my/survey/choose>
  - <http://www.myjsi.com/NACE/jobseekers/salary-calculator.php>
  - <https://www.glassdoor.com/Salaries/index.htm>

### Sharing Your Salary Expectations

- Whenever possible, it is best to present your salary expectations as a range. After researching an appropriate number, give yourself a cushion with a lower and higher number so that you have room to negotiate
  - For example, say you have determined that a good salary expectation is \$43,500. You could make your requested salary range \$40,000-\$46,000
  - Make sure your lower end is still financially reasonable for you. Take into account your living expenses, monthly budget, and student loan repayments
  - By the same token, make sure your high-end request isn't extraordinary. Most employers won't withdraw an offer over a too-high request, but they will use it as an opportunity to negotiate down
- Most times, employers ask you to include your salary expectations in your cover letter. Generally, this is a sentence in your closing paragraph:
  - "I look forward to talking with you more in person regarding my skills and experience. Although I am open to negotiation, I feel a fair salary expectation is between \$40,000 and \$46,000. Please feel free to contact me at [myemail@email.com](mailto:myemail@email.com) or 610-555-9876. Thank you for your consideration."

## Negotiating

- Have a script prepared, or at least outline talking points. Practice what you want to say in order to sound more confident
- When talking with the employer, maintain a friendly tone. Remember that you are both working toward solving a problem – getting the best person to take this position. Also keep a pen and paper nearby so you can make notes on what the employer is telling you.
- Do not attempt to negotiate via email, because your tone in your requests may be misconstrued.
- There are a few situations where it would be inappropriate to negotiate your salary upon the offer. For example, military or government roles, or positions where the salary is stated up front on the job posting. It also is more difficult to negotiate when it is a position saturated with applications, such as a cashier or barista role
- Use your research to your advantage. Be prepared to explain WHY you feel you deserve a higher salary or different benefit options – more education, multiple internships, etc.
- Prioritize. Understand you may not get ALL of the perks you want. What would be most important to you, if you had to rank all of your benefits?
- Understand they may say no. There are quite a few reasons why that may be their response. Don't be overly pushy, and make a point to wow them as you start the job so you can earn a raise down the road

## Other Resources

- Why You Should Negotiate Your Entry-Level Salary  
<https://www.thesimpledollar.com/why-you-should-negotiate-your-entry-level-salary/>
- Payscale's Salary Negotiation Guide  
<https://www.payscale.com/salary-negotiation-guide>
- Payscale's Salary Resource Center  
<https://www.payscale.com/salary>
- The Muse: Negotiation & Money  
<https://www.themuse.com/tags/negotiation-money>
- Glassdoor Know-Your-Worth Calculator  
<https://www.glassdoor.com/Salaries/know-your-worth.htm>

### Many thanks to the following sites for their insightful information

<https://www.forbes.com/sites/laurashin/2013/06/26/new-grads-heres-how-to-negotiate-your-salary/3/#ba32bcd4c790>  
Laura Shin, Forbes, "New Grads, Here's How to Negotiate Your Salary"

<http://www.businessinsider.com/how-to-negotiate-first-job-offer-salary-2017-7#5-keep-your-ego-in-check-5>  
Aine Cain, Business Insider, "5 Tips on Negotiating Your First Salary"