

Salary Negotiation: Know Your Worth



You got the offer. Now what? Do your homework, know your value and be ready to have a professional conversation about compensation.

Do your research

- Check reliable salary sources such as Glassdoor, Salary.com and the U.S. Bureau of Labor Statistics.
- Look at salaries for similar roles in your industry and location.
- Talk with professionals in the field about typical starting salaries and what they wish they had known when they started.
- Use your research to set a realistic salary range, not one random number.

Know your numbers

- Create a budget based on your actual expenses, including housing, transportation, student loans, insurance and savings.
- Know the minimum compensation you need, but also consider the value of the entire offer.
- Don't negotiate just to negotiate. Have a reason for the number you're requesting.

Choose the right time

- If you're asked about salary early in the hiring process, you can ask about the employer's range:
 - "Can you share the salary range for this position?"
 - "I'm most interested in finding the right fit. Could you tell me the budgeted range for the role?"
- Once you receive an offer, that's typically the best time to discuss compensation.

When you receive an offer

- Don't feel pressured to respond immediately. Thank the employer and ask when they need your decision.
- Review the offer carefully before negotiating.
- If you're negotiating, have the conversation by phone, video or in person when possible. Email can also help confirm details in writing.
- Be direct and professional:
 - "Thank you for the offer. I'm excited about the opportunity. Based on my research and the value I can bring to the role, I was hoping we could discuss a salary closer to \$____."
- After you make your request, pause and let the employer respond.



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Look at the whole package

Salary is only part of your compensation. Consider:

- Health insurance
- Retirement contributions and 401(k) match
- Paid time off
- Flexible or remote work
- Tuition assistance
- Bonuses
- Professional development
- Commuting or transportation benefits

Tip: If you're given an hourly rate, multiply it by 2,080 to estimate the annual salary for a full-time, 40-hour-per-week position.

Show confidence, not attitude

You don't need years of experience to advocate for yourself. Your education, skills, internships, projects and other experiences have value.

During the conversation:

- Make eye contact when appropriate.
- Sit or stand with an open, confident posture.
- Speak clearly and at a steady pace.
- Listen before responding.
- Stay professional and respectful.

Practice your pitch

Don't wing it. Practice saying your salary request out loud before the conversation.

Remember: You're not demanding. You're having a professional conversation about your value and the compensation for the role.



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