



Salary Negotiation

Here are some suggestions to help in this negotiation....

1. Know what your skills and experience are worth—demonstrate your **VALUE** to employers, compare with similar positions (especially if you have related experience either full-time, part-time, co-op or summer).
2. Try to get a “**detailed description**” to outline...
Specific skills and qualifications—or seek clarification from the interviewer as to job requirements.
3. **Know the average salary for the position** (research newspapers, recruiters, career counselors, information interview and salary surveys).
4. Emphasize your value with documentation...examples, illustrations, statistics, comparisons, and testimonials—state why you think you are worth this amount.
5. Ask if the employer has a salary range in mind or **quote a range** for the employer to work from.
6. Don’t overlook **the benefits and incentives** that are over-and-above the pay cheque:

free accommodation

free meals

company discounts

gratuities

staggered hours/flex-time

profit sharing

company car

extended vacation time

stock options

free uniforms

training programs sponsored by company

company paid benefits

expense accounts

shift bonus

scholarship/bursary programs for employees’ children

transportation supplies

2 for 3 (work 2 hours, get paid for 3)

company paid tuition to part-time courses

fitness club membership

incentive trips and gifts

7. **Take your time** to consider your options—tell the employer you want a day to think it over.
8. If you receive more than one job offer—let the employer know, as you may have more **leverage**.
9. Reach an agreement to **renegotiate** your salary in three months—based on your performance.
10. Respond with a letter of confirmation as shown on example below.....

The salary research I have done indicates that for the position of _____ in this industry, the salary is between \$28,000 and \$35,000. Since I have experience in all areas you outlined, I would not need training in the job duties themselves—just a brief orientation to the operating procedures you use here. I’m sure I could be up and running in this job within a week or two. Taking everything into consideration—especially my skills and experience and what I see as my future contributions here—I really feel a salary of \$32,000 is fair compensation. Is this possible here at _____?

Checklist for employment negotiation:

- ✓ What is the title of the position?
- ✓ What is the list of responsibilities?
- ✓ How long is the contract? For a specified term or indefinite period?
- ✓ Is there a termination date? Is the contract renewable? How is renewal exercised? What length of notice will be given on non-renewal/termination?
- ✓ What are the usual hours of work and days of work? Are there any requirements for evenings or weekends?
- ✓ Is overtime paid? Is time-off-in-lieu given? Can this be accumulated, carried over?
- ✓ What is the salary? When is it paid - monthly, semi-monthly, bi-weekly, or weekly?
- ✓ What increases can be expected? How are they determined? With reference to other employees, cost of living?
- ✓ What allowance is made for vacations - timing, length? Can unused vacation be carried over?
- ✓ What benefits are provided?
- ✓ Will the employer pay for membership in professional associations?
- ✓ What is the policy on leave of absence?
- ✓ What happens if the employee has a serious illness?
- ✓ What is the policy of the employer regarding private scholarship, book writing...?
- ✓ How are disagreements settled? Is mediation available? Is arbitration available? What are the ground rules?
- ✓ What is the policy on ownership of ideas developed on the job?

January 15, 2003

Ms. Ann Crosby
Media Manager
ABC International Inc.
456 Pennsylvania Ave.
Ottawa, ON P2J 3J3

Dear Ms. Crosby:

I am delighted to confirm my acceptance of the job as Media Buyer. My current employer will be given two weeks notice, so I will report to you on February 14, 2002 at 8:30 a.m. in your office.

My understanding of the salary negotiation was an annual amount of \$24,000.00 to be reviewed in six months time. I feel confident that my contribution to your operation will prove valuable to the company.

I look forward to my new challenges with eager anticipation.

Sincerely,

Marcia Long