

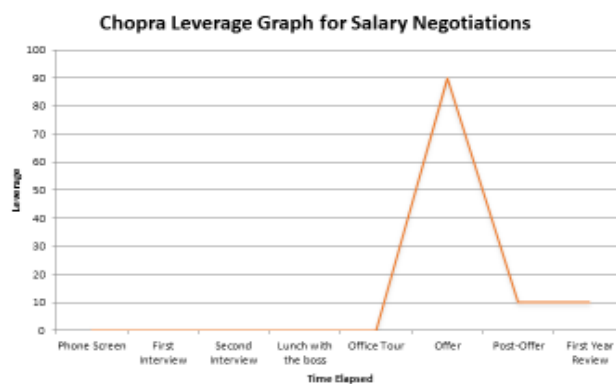
Salary Negotiations 101

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Understand Where You Have Leverage in Salary Negotiations

- The leverage graph (amount of leverage over time) for a salary negotiation is always the same.
- You have no leverage until an offer is made.
- The moment an offer is made your leverage is at its highest point.
- As soon as you accept an offer, your leverage diminishes, but not to zero.

The Chopra Leverage Graph



Steps in a Salary Negotiation

1. The Negotiation Starts with the Job Search

- Ask about salary ranges when you start networking. Get a “ballpark” range; give “ballparks” if necessary, e.g. \$25K-\$50K, \$50K-\$75K etc.
- Check online sources (Glassdoor.com, LinkedIn, 990s for non-profits).
- Protect both your current salary and your salary requirements from disclosure.

2. Get - But Don't Accept - the Offer

- When you get an offer, say positive things, but don't say “yes.” Ask for all information, including benefits, in writing.
- Ask when they need to hear back from you. Schedule a time to speak. That's when the negotiation will happen.

3. Prepare to Negotiate

- Analyze the offer. What's the minimum you can accept? What would make the offer thrilling?
- Compare all elements of your current compensation package to the new package:
 - How much will healthcare cost? What is covered?
 - What is the 401K like? When do you vest? Is there a match?
 - How much annual and sick leave do you get now compared to the new offer?
 - What's the bonus potential, if any?
 - Do they offer telecommuting or schedule flexibility?
 - How long is the commute—time is money (and sanity)
- List the items you want to negotiate in priority order.
- Practice asking for those items—out loud!

4. Negotiate the Offer

- Always negotiate in real time—in person, via Zoom, on the phone. Never negotiate in an email or voicemail.
- Always ask for more money, but decide how aggressively you need to push:
 - “Do you have any flexibility on the salary?”
 - “Based on my research, the range is \$X-\$Y, and I was expecting to come in close to the top of that range.”
 - “I would really love to come work for you, but I have another offer that is \$Z. Can you match that?”
- Leave is valuable, always ask. For example: “I currently get four weeks of leave. I'm assuming you can match that?”
- GET THE FINAL AGREEMENT IN WRITING!

Use Multiple Offers to Increase Leverage - Carefully

- Avoid ultimatums.
- Communicate with employers about impending offers or the existence of another offer.

Things to Keep in Mind

- There is no need to “justify” why you are asking for more—you earned the right to negotiate when they offered you the job. Just ask.
- Be prepared for silence. Ask for what you want, then pause and wait for the response.
- Keep the tone light. You can ask for everything you want with warmth.
- The goal of a negotiation is to make sure you have gotten everything they are prepared to give. It's not a failure if you don't get everything you ask for.
- Some negotiations will take multiple rounds, especially for complex offers.