

# FIVE THINGS TO REMEMBER WHEN NEGOTIATING A SALARY

#1

**Know your value.** Based on your credentials (degree, certifications, skills) you should have a number in mind to begin your negotiations. Talk to others in the field, speak to faculty, staff in the Career Center, and your professional mentors to help determine this figure.

#2

**Do your research.** Utilize the Bloch Career Center, Vault, Glassdoor, Salary.com, and LinkedIn to research salary numbers by role and company. You can also speak to your contacts that work for those companies.

#3

**Map your approach.** Know the salary figure you need to be offered to take the position. Review the benefits and calculate their value. Seek outside counsel from those you trust to guide you through this process.

#4

**Be kind and professional.** You are negotiating with a future co-worker, whether that person will be your boss or work in your Human Resources department. Be kind and courteous during your negotiations.

#5

**Are you willing to walk away?** If the company gives you everything you ask for, be ready to accept. If you've gone through a couple of rounds of negotiation and you are too far apart, don't continue to push, be willing to walk away.