

# Southwest High Tech Career Fair

*Volume 1, Number 3*

## The High Tech Connection Career Guide

### \$ Negotiating Your Worth in the Marketplace \$

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Do you know your worth to your potential employer? Learning your market value and negotiating successfully for it is a major need in our rapidly changing workplace. However, expecting an employer to automatically know and pay us what we our worth is passive thinking at its worst. Many are unduly timid and get taken advantage of as a result while others are so aggressive they don't get hired. Here are some suggestions in presenting yourself:

- Negotiate on your value to the organization; never state what you need to meet your expenses. Emphasize qualifications, achievements and potential contributions.
- Carry yourself authoritatively in both posture and voice tone.
- Do not be the first one to talk in terms of specific dollar amounts. **Don't discuss salary until a firm offer has been made.** That way you'll be bargaining as the newest member of the team, not as an applicant.
- Get the employer to name the range, then echo the highest figure as acceptable. Be silent when an actual offer is made to motivate the employer to go higher. Be straightforward if offer does not conform with prevailing pay standards.
- Do not disclose salary history. Keep it off resumes and out of letters. If you are asked early what salary you want, simply reply: "I can't answer that question until I know more about this job." When answering blind want ads that ask for a salary history, write "open," or "Will be discussed in an interview."
- If asked to name the minimum salary you would accept, give a range that's slightly higher than what your research shows the job should pay. If job pays 62,000 to 66,000, pick up on the high number and say that 66,000 is your range. This could push offers toward the high end of the scale. Quote salary figures as annual amounts.
- If you are unsure of the employer's range let the employer be the one to start naming figures. They may say, "There is just a small detail left. What kind of salary requirement do you have?" Turn it back to your employer by saying, "I am enthused about the prospects we have discussed and I am sure a well-managed company like this has a fair range for this position. What is the range?"
- If the range is too low reaffirm your mutual interest and be straightforward by saying: "I need to be frank with you. I am interested in what we have been talking about and I don't want to close any doors, but the figure you just named is not an adequate incentive for me to join your team. I do know that we are working within a range and we are both interested, so let's keep talking."
- If the interviewer suggests the possibility of getting approval for more money, make an appointment for further negotiations as soon as possible. If you don't, the person may put off the unpleasant task of sticking their neck out for you-or avoid it entirely by hiring someone else. If the salary can't be increased and you still want the job, negotiate for a salary review in three to six months.

- If you exaggerate past earnings, keep it reasonable and **make sure it won't be found out**. Beware of overstating your past salary.
- Many decision-makers like to drive hard bargains. Know and clearly state what salary perks you think you deserve and why, then ask the person on the other side of the desk if they think that's fair. People find it difficult to be hard-nosed about their own sense of fairness.
- If hired, don't tell anyone at your new job what you make, how big an increase you got over your previous salary, or about special perks or fringe benefits you are receiving.
- It is your responsibility to find out approximately what the job pays before you apply for it by visiting the business/career section in the library, on the internet, studying want-ads, calling employment agencies or trade associations and asking others in the field. Salaries for the same type of position don't vary greatly from company to company within an industry.

Fill in the salary range estimated by each source. Once you have a realistic sense of the market value of your skills, your purpose is to get an offer in the highest range possible.

• Employees Hiring in the Field:	\$	• Employment Agency Staff:	\$
• Other People in the Field:	\$	• Classifies Ads:	\$
• Prof'l Organization Officers:	\$	• Government Salary Surveys:	\$
• Wage & Benefit Specialist:	\$	• Private Firm Surveys:	\$

Estimated range of salary for negotiation: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

While actual wages are the core of your compensation, the benefits package can easily add as much as 25-35% to your salary offers. The principles that apply to salary negotiation apply to benefits as well. Check off benefits included in your offer. Add others you have been offered or would like. \* Star those that are very important to you.

<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	Health Insurance
<input type="checkbox"/>	Dental Plan	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	Pension Plan
<input type="checkbox"/>	Seminar Fees	<input type="checkbox"/>	Tuition Reimbursement	<input type="checkbox"/>	Daycare Facilities
<input type="checkbox"/>	Credit Union	<input type="checkbox"/>	Recreational Facilities	<input type="checkbox"/>	Discount on Services
<input type="checkbox"/>	Profit-Sharing	<input type="checkbox"/>	Commissions	<input type="checkbox"/>	Bonuses
<input type="checkbox"/>	Stock-Options	<input type="checkbox"/>	Expense Account	<input type="checkbox"/>	Company Car

No job has a set salary and benefits, however these may vary from two thousand dollars to \$10,000. Fill in the salary range estimated by each source. Your realistic salary expectations can fall anywhere within a range of several thousand dollars a year. The amount you are offered will depend on:

- The current market for a person with your skills
- The chemistry between you and your employer
- Your ability to establish your qualifications at the highest possible level
- Your negotiating savvy in salary discussions
- The urgency of the need to be met by the position
- The funding base of your employer

When a firm offer has been made, you can ask for a specific time to think about it before you reply.