



Negotiating Tips!



- ❖ **Never talk money until after they decide that they want you:**
The time to negotiate is after you've been offered the job. Do not discuss your preferred salary in an interview until after a job offer has clearly been given. Many, many job seekers have been eliminated from consideration over this very issue.
- ❖ **Know in advance the probable salary range for similar jobs in similar organizations:**
To find out, phone around and ask questions. You should know what similar jobs in your area are paying. The trick here is to think in terms of a wide range (or bracket) in salary.
- ❖ **Always bracket your stated salary range:**
Begin with the employer's probable range and end above what you expect to settle for. If you are offered the job, you are likely to get offered more than they (or you) may have originally been willing to consider.
- ❖ **Never say no to a job offer before it is made or within 24 hours afterwards:**
Remember, the objective of an interview is to get a job offer. Many job seekers get screened out early in the interview by discussing salary. If you give the impression that the job doesn't pay what you had hoped, or if it pays more, you could get screened out. The best approach is to avoid discussing salary until you are being offered the job. If the money is not what you had in mind, say you want to consider the offer and will call back the next day. You can always turn it down then.