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Key factors to consider when negotiating salary

Part two

In part one of this series, I wrote about basic strategies to consider prior to the salary negotiation process. In part two, I'll share several approaches suggested by experts that you should bear in mind during the actual negotiation.

Consider your dialogue

In salary negotiations, your dialogue can make or break you. Here are a few examples that produce rewards:

- “Based on my research”: David Bakke, writer and contributor for the website Money Crashers, recommends using this term because it shows you have done your homework and know what you're talking about when negotiating.

- “Is that number flexible at all?": Bakke says this phrase is a graceful way to give the employer the opportunity to offer more, or even mention other perks you might be able to gain if a higher salary isn't in the picture. “If an employer offers a number that's below your desired range, pushing back is essential — but you want to make sure you handle it with tact,” warns Bakke.

- “If you can do that, I'm on board”: Josh Doody, author of “Fearless Salary Negotiation” suggests that using this statement does recruiters and hiring managers a favor by spelling out what it would take for you to accept the offer. Doody proposes that you might want to say, “I understand you can't come all the way up to \$60,000. It would be great to add an additional week of paid vacation along with

the \$55,000 you suggested. If you can do that, I'm on board.”

- “Is it possible to take a couple days to consider your offer?": When negotiating a job offer, don't be quick to say “yes.” Doody states, “This little phrase accomplishes several things. Primarily, it buys you time to consider the offer, determine the appropriate counteroffer and begin building your case to support your counteroffer.”

Rehearse your performance

One of my favorite slogans is, “Prior preparation prevents poor performance.” A major aspect of a successful negotiation is presenting yourself as confident, comfortable and practiced. Based on your learning style, you may want to script your thoughts and practice with someone who has experience in negotiating salary for a new job. This strategy will help build confidence in your delivery. Your preparation should also include a thorough review of the job posting, research on current salary and benefit trends for the position, knowledge of your numbers and a plan for navigating the negotiation.

Know when to stop

This strategy is a key factor in the negotiation process. Nick Corcodilos, a professional recruiter who publishes the Ask the Headhunter® website, points out, “Knowing how to negotiate effectively includes knowing when to stop.” Corcodilos suggests you ask yourself, “If they were not willing to budge on the salary after

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negotiations, would you still accept the job?”

In part one, one of the key factors cited was “knowing your numbers.” It's extremely important that you determine a “no-go” number. This is the figure below which you will not negotiate. However, before you say no, Corcodilos proposes you consider how much more is worth negotiating. You could say, “I would be more comfortable with ...” On the other hand, Corcodilos recommends, “If other key aspects of the job are satisfactory and you want it, thank them for the offer, smile and tell them you plan to demonstrate so much value to their business that next year they'll want to give you a substantial raise.” It is vital to be flexible and realistic in addition to considering the balance between what you're worth and what the company is willing to offer.

Negotiating salary can be a challenging process for most job searchers. However, as mentioned in “A Guide to Negotiating the Salary You Deserve,” a glassdoor.com blog, “It's important to understand negotiating salary is a perfectly normal part of the employment process and getting the salary you deserve is part of advancing in your career.”

If you have any specific questions relating to negotiating salary, email Dr. White at successim1@yahoo.com.

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