

SALARIES & NEGOTIATING

Negotiating is your chance to define, communicate and receive what you expect from your job.

GETTING STARTED:

- **Research.** Visit "May 2007 State Occupational Employment and Wage Estimates Florida" (http://www.bls.gov/oes/current/oes_fl.htm) or a comparable site for information about the general salary range of your preferred job in Florida.
- **Evaluate.** Think about both your required and desired salary range.
- **Optimize.** Gather both written and unwritten information about the firm(s) by whom you wish to be employed so that you can match your skills with the company's prerequisites and corporate culture as to optimize your chances of a higher salary.
- **Consider all options.** Remember to consider, for example, that smaller firms generally can be more flexible than larger firms, and unionized firms are often less open to individual negotiations.

NEGOTIATING

- **Expect to negotiate.** Salary and other benefit negotiations are generally expected in almost all jobs. Be prepared.
- **The first interview.** In the first job interview it is appropriate to ask about *general employee benefits*.
- **When to negotiate.** The best time to negotiate is *after a serious job offer has been made*, but you have not yet accepted it. Be sure to express interest and enthusiasm but feel free to ask for more time to consider the offer which sets the grounds for you to begin negotiations.
- **Be articulate** about your accomplishments as to justify a higher wage.
- **Reference point:** Minimum wage in Florida is \$7.25 per hour effective on July 24, 2009 (variable by State).

DO'S in NEGOTIATING:

- **Do** consider your relative advantage in negotiations. Things to consider include the employer demand in the industry, the specific position of business (start up, stable, growing, etc.), the level of competition for the job, the urgency of company's need to fill position, etc.
- **Do** support your negotiations with industry and firm-specific knowledge. For example, if during the first interview you are asked what you should be earning, ask for more information about the responsibilities and challenges of the position so as to better address the question. Where appropriate, give a range based on your previous research.
- **Do** be flexible, so that when counter offers are made you can remain confident about negotiating your purpose in a different context.
- **Be** confident!!! Women who frequently negotiate their salaries earn over \$1 million more during their careers than women who do not (*Advancing Philanthropy Magazine*)

DON'TS in NEGOTIATING:

- **Don't** forget to consider other non-salary benefits such as growth opportunities, telecommuting options, or tuition payment
 - **Don't** be shy or intimidated into agreeing on something you have not carefully thought over, you have a right take the time to consider your options!
 - **Don't** lose heart or take rejection as personal failure!
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RESOURCES:

- **Salary.com: Salary Negotiation Article:** *Lengthy and informative article about all aspects of salary negotiations*
(www.salary.com/personal/layoutscripts/psnl_articles.asp?tab=psn&cat=cat011&ser=ser031&part=par186)
- **Women Work! Salary Negotiation:** *Practical advice on salary negotiations that is targeted specifically towards women*
(<http://www.womenwork.org/resources/tipsheets/salarynegotiation.htm>)
- **Women Work! Non-Traditional Careers 101:** *Perhaps consider these non-traditional jobs traditionally held by men as their salaries and benefits often exceed those of conventional jobs* (<http://www.womenwork.org/resources/tipsheets/nontrad.htm>)
- **US Equal Employment Opportunity Commission:** *Review your rights of wages and benefits in the case of any discrimination* (www.eeoc.gov)