

Salary Negotiation Guide

Before you get an offer >>>

01 Don't give away your salary expectations

In any negotiation it's always wise to allow the other party to make the first offer - that way you can evaluate it and respond. If asked "what are your salary expectations?" respond with something like "It really depends on the job, location, working conditions and other aspects. I know I'm going to be a valuable asset for this team, and I want this move to be a big step forward for me in terms of both responsibility and compensation. I look forward to hearing what you suggest when we get to that stage."



02 Determine your "walk-away" number

Think about what it will take for them to persuade you to take the job, then write that number down. This will enable you to objectively evaluate the quality of the offer you receive and will inform your negotiation strategy.



Once you get an offer >>>

03 Politely ask for time to consider the offer

24-48 hours will give you time to make a plan and put your counter offer together.



04 Always negotiate

The only way to know if there is flexibility in the offer is to negotiate it. Once you negotiate, you'll have peace of mind that you got the best possible compensation for the job you're doing.

05 Prioritize the components of the offer

List the top two or three components of the offer that are most important to you. For most people base salary and WFH are the most important components.



06 Counter offer

Counter offer 10-20% above the offer on the most important component to you.

For example, if the offer is for a \$50,000 base salary then your counter should be somewhere between \$55,000 and \$60,000.

Counter closer to 10% if you don't feel they are particularly motivated to hire you, or if you know there are several candidates they are considering.

Counter closer to 20% if you feel they are particularly motivated to hire you and you bring unique skills and experience to the table.

07 Can you improve the other components?

A "no" to your counter offer doesn't mean the door is closed. You can normally go back and forth a few times with your recruiter.

