cheatsheet

**Negotiating Do’s**

- Do postpone salary talk until you have time to sell yourself. This is often after you have been offered the position.
- Do research the industry standard for the role’s salary, identify your valued skills, and know what you’re negotiating for.
- Do identify three figures: An ideal salary, the market rate, and a rock bottom figure. These will help you navigate the process.
- Do request a day or two to consider the offer, once it’s been extended.
- Do begin every salary negotiation with gratitude. Thank the employer for their offer and convey your excitement about the opportunity.
- Do sound confident when negotiating. That gives employers the impression that you deserve what you’re asking for.
- Do believe what an employer says about salary. Then, if you still aren’t satisfied with the offer, think about other things you can negotiate for: vacation, paid time off, a flexible schedule, a signing bonus, even parking.
- Do take notes during salary negotiation, so you have a reference to go back to.
- Do request a written offer if you decide to accept the position.
- Do ask for a performance review after three months to keep on track.
- Do take advantage of the Office of Career Management in Copeland 209 throughout the negotiation process. They’re here to help!

**Negotiating Don’ts**

- Don’t talk salary until you have details about the job. This is usually at the very end of the process, when they have offered you the position.
- Don’t specify an exact salary figure during the interview process; give a range.
- Don’t appear desperate for any offer.
- Don’t accept the offer right away. Take some time to think about the offer.
- Don’t lie about your past salary.