

Congratulations! Your hard work has paid off and you've received an offer for a job or internship – or maybe several! Of course, your work is not over. Once you've decided on which job you'd like to accept, it's now time to see if you can reach agreement on the terms of the offer. It is never advised to accept the offer on the spot. After reviewing the terms of the offer (salary, benefits, start date), you can now ask any questions, negotiate, and/or accept the offer. Be sure to research, understand the terms, and be clear on what you really want – and what you can leave at the table.

Should I Negotiate?

After you've researched salaries and found that the offer is fair, you may just decide to accept it. However, there may be instances where you decide you want to negotiate. You must first realize that many entry-level positions do not have much latitude for negotiating, since your experience is likely limited. Government positions typically have clear job classifications and salary scales, hiring inexperienced employees only at the first step. Employers are also less willing to negotiate in a tight job market. Be sure to conduct thorough research and have a clear idea of your desired outcome when starting a negotiation.

How Do I Negotiate Salary?

To prepare for a salary conversation, research ranges for the position, keeping in mind that size and status of the company, geographic regions and your specific skill set will influence it. Helpful resources are: salary.com, payscale.com, and jobstar.org.

When negotiating, be prepared to articulate why you should receive additional compensation, based on industry research and your specific skill sets. Before you contact the employer, plan what you want to say and practice aloud. Be prepared to provide support such as relevant experience, special skills, high GPA, or current competing job offers.

What Else Can I Negotiate?

Remember that you are not limited to negotiating salary. You may decide that the salary offered is actually quite fair – or the employer has already made it clear in his/her offer that there is no room for negotiating. Not to worry – consider these other areas to negotiate:

- Start date
- Early performance review and salary review
- Vacation Time
- Better Job Title
- Professional development or education stipend
- Relocation expenses
- Flexible hours or working from home option
- Signing Bonus
- Stock options within the company
- Technical Perks (*laptop, company cellphone, etc.*)
- Transportation or Daycare Reimbursement
- Severance Package

31+ Sample Scripts: <https://www.lewis-lin.com/blog/2015/5/6/31-killer-salary-negotiation-scripts>