

SALARY NEGOTIATION FOR LIS STUDENTS

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With Interim Dean Maureen Sullivan

A Working Definition of Negotiation

Negotiating is a process through which you let others know your interests and in which you actively seek to learn theirs.

Negotiating happens when the parties are working to identify a mutually agreeable solution to their needs and when the parties are committed to fulfilling the resulting agreement.

Real negotiation is a complex process because it requires consideration of the different needs and interests of the parties involved and true commitment to finding a resolution that is mutually satisfying.

Skills for Effective Negotiation

The heart of effective negotiation is the skill of communicating with others. Some guidelines for effective interpersonal communication are:

- Take the time to help build and maintain rapport.
- Ask questions to learn more about the situation and what is possible.
- Listen with attention and an open mind.
- Seek to understand – ask for details and probe for more information.
- Pay attention to nonverbal cues.
- Be sensitive to the other's communication preferences and respond accordingly.

Salary Negotiation Tips

Prepare well. Begin this preparation as soon as you know you are under serious consideration. Seek information about the salary range for the position, comparable salaries in the market, the organizations compensation package and policies. Visit **PayScale.com, Salary.com, and Glassdoor.com** for comparative information.

Clarify for yourself what you need and expect. What is the minimum salary you require? What for you is a fair salary? Use this to develop your salary range. It is very helpful to approach the negotiation with a range in mind, rather than a fixed amount or no idea.

Use the interview to learn more about salary and compensation. If the subject is not raised by the interviewer consider raising it yourself toward the end of the interview. You might say, "I am very interested in this opportunity and would like to learn more about compensation and benefits."

If possible, wait until you have the offer in hand before salary negotiation begins. Let the employer make the first offer. This puts you in a much better position to negotiate.

Make the case for the salary you believe you deserve. Be realistic and flexible. Often for an entry level position the starting salary is fixed. Know this before the salary conversation starts.

Consider the full compensation and benefits package. Is there flexibility in another area that will make the salary offer more acceptable?

Focus on the position, the opportunities it offers for you to contribute and for your own professional growth and development.

Maintain a calm, even and interested demeanor throughout the discussion.

Close with a request for a brief amount of time to consider the offer.

Remember that this is about achieving a salary that represents what you are worth and what the employer can provide. Negotiation is the process that will get both parties to the resolution that is mutually satisfying.