



## Quick Tips: Negotiating an Offer

### **BASIC TIPS:**

- Don't start too early. Create a demand for yourself before you begin to talk about salary or else you may not get the best job offer.
- You can't negotiate on everything so understand what is most important to you.
- Research the salary rate before you discuss salary. This will give you the best insight into what people typically earn in the particular job that you are pursuing.
- Remember that your starting salary will have bearing on your future raises. This means that whatever salary you negotiate should be where you want to start out.
- Discuss salary in a range. Anywhere from 2,000 to 10,000 dollars is appropriate. This all depends on your level of experience.
- Benefits are always important. Never neglect the important extras such as life insurance and medical insurance, company retirement dollar matches, professional development, and opportunities for advancement. Make sure to ask questions about benefits and if and when they come into play.
- Don't come across as demanding. Stay as professional as possible while negotiating. You are still communicating the kind of employee that you will be in the future.