

# Quick Tips for Salary Negotiations

## Step 1

Take a breather. There is nothing wrong with taking a weekend to mull it over. Just as companies invest in you, you also invest in them—months and years of your life. It's your future after all that you're negotiating. So take your time.

## Step 2

If the proposed salary falls short of fabulous, come in with a polite counter offer. If you know you're one of the top candidates, write a counter proposal letter (list the items up for negotiation) or express your desired salary in-person. Elaborate as to what makes you a hot commodity in the industry. It may or may not help your case to mention other better offers.

## Step 3

Don't be timid. People barter and bargain throughout the world. Don't underplay your worth. Get to the point and get in the game.

## Quick Tips to Seal the Deal

- Research the industry and compare salaries for your desired position
- Don't begin negotiations until you are one of the final candidates
- If your research confirms you're being shorted, then suggest a higher number
- Sell yourself and use your strengths to market your stellar skills and track record
- Make sure you understand the whole package, including benefits and compensation
- If they reject your counter offer, then try negotiating other parts of the contract
- Know when to throw in the towel... You did your best and now you have to decide
- Save everyone's time and if you don't like what's on the table, then move on
- Maintain a professional status and politely decline the job
- Take time to review the final offer and be proud of your decision
- In the end, both sides should feel as though they've won