Know and Grow Your Worth: Negotiating the Job Offer and Managing Your Ongoing Professional Development

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Successfully Negotiating Your Job Offer

- Researching salary ranges
- Answering salary requirements early in process
- Negotiating salary once offer is made
- Negotiating other benefits and perks
- Negotiating raises and promotions once you’re in the job
Salary Research

- The more information you can get about what people make in similar positions in the company and/or industry you’re looking at, the better

- sources of salary information
  - websites
    - glassdoor.com
    - salary.com
    - payscale.com
    - indeed.com
    - nonprofitstaffing.com/salary-job-reports/
  - More specialized sites listed in BCD Virtual Library (http://barnard.edu/cd/students/career-resources#salary)

- make it a standard question in your informational interviews

- ask a trusted connection to do some digging for you
General Negotiating Principles

- Try to get the employer to name a number first
- Know your walkaway point: what is the lowest acceptable salary to you?
- Stay flexible and use your judgment throughout the process
Naming a Number

- If you have a highly educated guess on the range being offered, name a number at the top of the range
- If you are less certain of the range, name a number in the middle
  - pay attention to their response
    - the number they come back with can provide clues as to the range they have in mind
- If you are very uncertain of what others are being paid, work from your salary at your past or current job
  - ask for more than you currently make!
  - pay attention to their response and respond accordingly
During Application Process

- Try not to name a number early on! You have the most power when they offer you the job, so try and put off specific discussions of salary until then.

- If asked to identify salary needs in an online application:
  - name a number if required (make your best guess, based on your research)
  - if text is allowed, write in “flexible” instead of (or in addition to) a number.
During Interview Process

- If asked to identify salary needs during interview process
  - say that you prefer to discuss salary once you have been offered the job
  - if pressed, say your requirements are flexible
  - if pressed further, name a number, but add that you are flexible

- The idea is to keep your options open until the final negotiation, after you’ve been offered the job
Negotiating Once the Offer is Made

- This is the first time in the process that you have the power
  - they have chosen *you*—they are highly unlikely to withdraw the offer
  - negotiation is a normal part of the hiring process in many industries, even if not everyone is comfortable with it
  - always try to negotiate, even if briefly
- If they make the offer and name a number, ask for some time to consider (a day or two should be fine)
  - research more!
  - get advice
    - email me directly to find a time to talk ([cshin@barnard.edu](mailto:cshin@barnard.edu)) since it is time-sensitive
Ending the Negotiation

- Don’t go too many rounds!
  - “Read the room”--use your best judgment as to how it is going and where things are likely to settle
  - Concede gracefully--if you can’t, don’t take the job

- If it’s clear that the salary is non-negotiable, consider what else you value and ask for it
  - start date
  - additional vacation or sick days
  - performance bonus, if that’s an option
  - specified time for a salary review (6 months?)
  - working from home, or flexible hours
  - support staff
  - training, conference opportunities
Future Opportunities to Negotiate

- Educate yourself via Human Resources and/or your manager
  - about the process for raises and bonuses
  - about the performance review schedule and process

- Gather salary information as opportunities arise

- Ask for other perks or benefits
  - title bump
    - especially if you are doing additional work
  - new desk, computer, other equipment
  - support staff
  - title bump
  - professional development opportunities
    - trainings
    - conferences
Ongoing Professional Development

- First and foremost, learn to do your new job well
  - Gain confidence, increase your value to the company or organization
  - Make sure you understand the probation process, if there is one
- Once settled, continue to pay attention to your ongoing career development
  - Position yourself for success, satisfaction, and future opportunities
Ongoing Career Development

- Use the same steps we’ve followed in this webinar series
  - Career Exploration
  - Resume, Cover Letter and LinkedIn Profile
  - Networking online and in-person
  - Job Search
  - Interviewing
  - Negotiating
Ongoing Career Exploration

- **Self-assessment**
  - continue to reflect on what you most enjoy, and are most skilled at
    - try to bring as much of that into your work as you can
  - If assessments, workshops, etc. are offered at work, take them
  - revisit any assessments you took during your exploration/job search
    - performance review is a good time for this
Ongoing Career Exploration

- Workforce Research
  - continue to research your field
    - keep up with professional groups on LinkedIn
    - professional journals, associations, conferences
  - consult o*net, Occupational Outlook Handbook for related positions, fields
  - ask your manager for advice and opportunities on professional and skills development
Keep Your Resume and LinkedIn Profile up to date

- Add your new position as soon as possible
  - add bullets, accomplishments, skills as your job progresses
  - performance review is a good time for this

- Keep a file of your bio, performance reviews, and other writing by or about you, to use for future cover letters
On-Line
- continue to add contacts to LinkedIn and/or to your electronic address book
- circle back to existing contacts about their new jobs, promotions; share articles and events of interest
- continue to participate in discussion groups and join new groups as you become aware of them
Ongoing Networking

- **In-person**
  - never eat lunch alone?
    - or, eat lunch with someone new once a week, or once a month
  - say yes when new colleagues invite you to join them
  - in turn, invite newer employees to lunch as they come on board

- Try to connect in-person with colleagues that you usually communicate with by email or phone
Ongoing Networking

- Start informal lunch groups
  - Two Barnard examples
    - Knitting group
    - Moms of young kids group

- Set up an occasional informational interview with higher-ups within your organization
  - let her or him know what you’re interested in
  - get their perspective on the organization as a whole, and on the field in general
Ongoing Job Search

- Take a regular look at what’s out there
  - job boards, especially niche sites for your field
  - websites of companies or organizations you admire

- Follow up on opportunities that connections or headhunters let you know about, at least through preliminary stages
Improving Your Interview Skills

- Keep using and refining your “30 second pitch” as you meet new people

- Volunteer to be on interview committees--you can learn a lot about how the process works by being on the “other side”

- Accept public speaking invitations, and take classes or workshops to improve these skills
Improving Your Negotiating Skills

- Continue gathering salary information as opportunities arise
  - Work to change the culture around talking about money
- Ask for a salary increase and/or other perks at your annual review
Final Thoughts

- Job factors you have the most control over
  - your performance
  - your professional development
- Job factors you have less control over
  - your title
  - your manager
  - your company
  - The industry and economy
- If you make career development an ongoing part of your professional life, you will be in a better position when the unexpected happens--give yourself options for when the good and/or the bad happens!
Next Steps?

- Call for an appointment with me if you would like to discuss the specifics of your situation
  - 212-854-2033
  - Mondays 10am-6pm, Wednesdays 9:15am-5pm
  - in-person, phone and Skype all available

- On-campus Workshop series covering these same topics are offered fall and spring; Webinar Series repeated winter and summer
  - tell your fellow alumnae who might be interested
  - recorded webinars (Windows Media Player format) and PowerPoints should be posted soon
  - Keep in touch with ideas, questions, and any updates on your job search/career change
QUESTIONS