

## Negotiation for Salary

A presentation for Experience Unlimited – Pasadena by James Shuster

Excerpts from: Jack Chapman's book  
"Negotiating Your Salary: How to Make \$1000 a Minute"  
<http://www.salarynegotiations.com/>

### ***How one word can take thousands from your paycheck?***

"O.K."

Bam! Those two letters just cost you plenty!

Can you tell how much they cost you? Choose one:-

Those two letters...

- A. Flushed your new \$1000 stereo system down the toilet.
- B. Throw your \$3000 computer system out the window.
- C. Canceled your reservations for a \$5000 two-week dream trip to an exotic location;
- D. Burned the blueprints for the \$10,000 addition to your house.
- E. Yanked your kid out of college because you were \$25K short.

How could those two letters be so powerful? Easy--"O.K." is what most people say in response to a salary offer. They mean, "I'll accept what you've just offered, thank you."

Depending on where your salary is to begin with, you could lose A, B, C, D, or E. But you could also keep it, and more besides, if you learn even one small negotiating technique: change the "OK" to a "Hmmm," and watch what happens.

If you're at minimum wage, and the employer says, "\$4.65 an hour," an "OK" will freeze it right there. But a "Hmmm" response could increase it, and just 50 cents an hour more will earn you \$1000 extra in a year of 40-hour weeks. That's easily a fine new stereo system--or a year's car insurance--or a month's rent on a great apartment.

The same goes for all other levels, too. A simple "Hmmm" instead of "OK" can change a \$25,000 salary into \$28,000 and finance your new computer system. \$45,000 can be pushed to \$50,000; affording you that much-needed two-week vacation.

The "Hmmm" response can drop another ten grand in the bank for high-level executives, and senior-level execs can buy a \$25K freshman year for a daughter or son by swallowing the "OK."

Anybody can manage that swallow, so anybody can negotiate a better salary. Sometimes hourly-wage earners think, "Salary negotiation is for the big shots."

Not true. In fact, it's easier to negotiate more at the hourly-wage level than practically anywhere else. Why? Perspective! An extra \$.50, \$1, or even a \$3-5 an hour increase seldom exceeds a company's phone bill! From your perspective it's a ten- to fifty-percent raise. From their perspective, an extra fifty cents an hour costs them only as much as an extra hour of long-distance calls a week -- something most businesses do without a second thought.

Don't worry that the employer will change his or her mind about hiring you just because you ask for more. If you've interviewed well (and you must have done that or you wouldn't be getting an offer!), you're the front runner already. Choosing the second best or going through the whole recruiting-interviewing-hiring process again will cost a company much more than \$1,000 - \$5,000 anyway in the long run. Odds are, you'll get that little extra, and the employer will still consider it a good bargain to avoid that hassle.

And what's the worst that happens if you don't? Your new boss will know that you believe you're worth more and treat you better.

Besides, you probably aren't even pushing employers higher than they expected to go anyway. Good managers always start low to give themselves negotiating room. They might even really want to give you more, but if you say, "OK," you tie their hands! There is no gracious way for them to raise the offer.

Changing "OK" to "Hmmm" is rule number three of the five salary-making rules contained in the book *Negotiating Your Salary: How to Make \$1000 a Minute*.

As stated in the book, rule three is "When you hear the figure or range, repeat the figure or top of the range, and then be quiet."

This "contemplative" first response to an offer can be called a "flinch." Even if you're so excited about the offer that you're ready to dance a jig, make your first response a flinch!

How do you carry off an effective flinch? First, make sure you repeat the figure they give you before going into the "contemplative" routine. (That way the interviewer knows you haven't fallen asleep or tuned him out!) Then, you say something like, "Hmmm," or, "\$X/hour? Hmmm. Isn't that a little low?" Or, "\$X/hour. Hmm, is that the best you can do?"

Paradoxically, when you do this, you don't just get more money from your potential employer; you make him or her feel better about it, too!

How's that possible?

Well, say you're selling a car. Mr. Buyer asks, "How much do you want for the car?" You say, "\$8,500." If he says "Sold!" right away, how do you feel? What's your first thought? Right! You think, "Phooey! He agreed too quickly. I was too low. I could have gotten more!"

Now notice what happens if he flinches and says, "Hmmm, is that the best you can do?" You say, "Yes. I have done my research; that's a good deal on this car; it's the best I can do." By the time you close the deal, you still get \$8,500, but you also get the inner satisfaction of winning in the negotiations by sticking to your price.

But the chances are, your future employer won't come back with a "Yes, I've done my research," etc. Instead, he'll offer a bit extra to sweeten the pot-- he's got room to give a little, remember? --and you'll both come out ahead. You, with more cash in hand; the employer, with a heightened respect for you.

While it's true, then, that "Anybody can negotiate salary," it's more true to say, "Everyone should negotiate salary." No matter what your level, there's easy money to be made by changing "OK" to "Hmmm." Whether you're a hamburger flipper, or a shift supervisor of burger flippers, or an executive negotiating a regional marketing position for a burger-flipping chain, don't say "OK"; say, "Hmmm."

### ***Salary Making Rules:***

- 1) Postpone Salary –talk until there's an offer.
- 2) Let the other person name a figure first.
- 3) Repeat their offer and be quiet or say Hmmm.
- 4) Share your researched range and establish your individual value.
- 5) Clinch the deal and deal some more.

### ***Principles of Negotiation***

- 1) Know your goals. What you must have, prefer to get and would be nice to get.
- 2) Listen carefully to what the employer wants.
- 3) Ask on any issue you need more information on.
- 4) Plan to aim high and make powerful demands with strong backup and examples of why you are the candidate who has the skills and experience and know how.
- 5) All concessions you make need to come with a conditional. You accept something in exchange for another. Dress up what you are accepting as a large concession on your part.
- 6) Never accept the first offer.

### ***Throw away old fashion ideas***

- 1) You are not arguing when you negotiate. The person offering you a job and salary will respect you more when you negotiate.
- 2) You are not risking losing the job when you negotiate.
- 3) Final offers are not final until you make it final by accepting.

- 4) An offer in writing is still negotiable. You will need valid points to support changes. It is normal that a written document has many misconceived agreements. Clarify them shows you are a valuable employee and not a push over. It will make them feel better that you are coming to work for them.

## Negotiation steps:

Note from James: Why is this WELL WORTH you time?

Just like saying ‘OK’ above, skip your negotiation preparation and you can probably start with at least 10%, possibly even 30 to 40% less money at a company. On a \$50,000 job can easily be a \$5,000 difference the first year. Guess what? You are also starting with a lower income for the next raise, so you will continue to lose \$5,000 or more for every year you stay with the company. And, your salary range will be lower should you choose to change companies, making the next time you negotiate a little more difficult.

For example, if you stay 5 years with a company and not prepare for this negotiation of salary, you may be out five times \$5,000 plus interest, even if you do get raises. So is it worth \$25,000 to skip spending a couple of hours in preparation? I can’t remember when the last time I got \$12,500 an hour!

**Preparation** – Fact gathering, state of the market

**Opening** – Introductions and statement of both sides starting positions

**Bargaining** – Narrow the gap between the two initial positions and persuade the other side that your case is so strong that they must accept to offer a higher compensation or package than they had planned. Use a clear and logical debate to do this.

**Closing** - Summarize and reach an agreement. This almost always will not take place the same day as the earlier steps, unless you are interviewing with the owner of the company.

## **In detail:**

### ***Preparation:***

Read carefully the job listing. Circle things you like, underline those you can do and put a square around anything you have question about.

Look up any skills in the job description you don't know. Manuals can be downloaded for software, hardware and some reports can be found about other skills online. Look for the company that makes the product or organization that supports people who have the required skills. Do this and when the question comes up, you can say you reviewed the manual or read reports about it.

Get the employer's company information from its web site.

Find copies of trade magazines relating to the job and read them. Citing facts to the interviewer about the company web site and articles is very impressive.

Write a note to yourself why you would like this job, what skills you can bring to it and what the most interesting and challenging part of the job would be to you.

Ask yourself is this a job you would like to keep. Write the answer down.

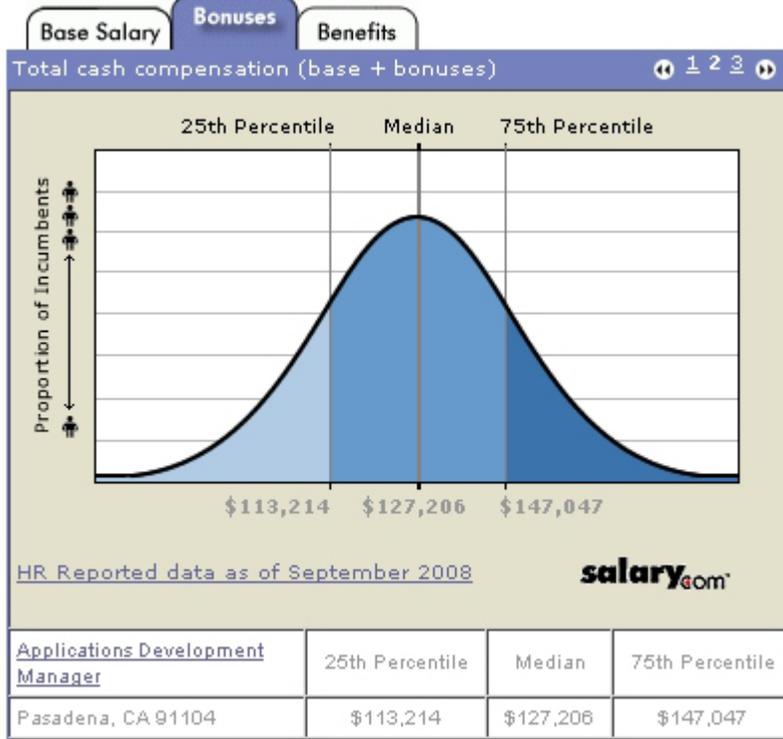
Ask yourself does the job seem to have a career path and room to grow? Write the answer down.

Document your skills and accomplishments, and be prepared to talk about them.

What is the job worth? Look at job listings, which indicate salaries for related positions. Use these Internet links to research the competitive salary for the job.

<http://monstertrak.salary.com/>

MonsterTRAK Salary.com - A popular salary calculator that provides up-to-date salary ranges based on job category, job title, and location - in just few clicks.



<http://stat.bls.gov/bls/wages.htm> & <http://stat.bls.gov/ncs/data.htm>

More complex to use but can have good data. Use IE and latest Java update to access. Wages by Area and Occupation, Earnings by Industry, State and County Wages, National Compensation Data.



**U.S. Department of Labor**



Area	Occupation	Level	DataSource	Year	Period	Hourly Rate
Los Angeles-Riverside-Orange County, CA	Computer systems analysts and scientists	Level 12	<a href="#">Published</a>	2002	Apr	\$40.38
Los Angeles-Riverside-Orange County, CA	Computer systems analysts and scientists	Level 12	<a href="#">Published</a>	2004	Apr	\$46.41

[http://www.careeronestop.org/SalariesBenefits/Salary\\_Report.aspx](http://www.careeronestop.org/SalariesBenefits/Salary_Report.aspx)

Lots of buttons. Put in your zip code and occupation.

### Wage Information: Occupational Therapist Aides

[Change Occupation](#)

Yearly Wage Chart : [Hourly Wage Chart](#) : [2007 Wage Table](#)

Zip Code:   OR State:



Another Carrerinfonet tool - Employ-ability checkup – Interesting stats about your skills in the Pasadena area.

[http://www.careerinfonet.org/acinet/EmployabilityCheckup/emp\\_ask.asp?nodeid=15](http://www.careerinfonet.org/acinet/EmployabilityCheckup/emp_ask.asp?nodeid=15)

## Employability Checkup

[Printer-Friendly Version](#)

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### Employability Profile

**Employment Criteria:**

**Occupation:** Computer Specialists, All Other  
**Occupation Description:** All computer specialists not listed separately.  
**Industry:** Computer systems design and related services  
**State:** California  
**Area:** Los Angeles-Long Beach-Glendale, CA Metropolitan Division  
**Wage:** \$45/hr  
**Education or Training:** Bachelor's or higher degree, plus work experience

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### Occupation Employment Trends

In 2004, there were 25,700 people employed as **Computer specialists, all other** in the state of California.

Between 2004 and 2014, the number of people in this occupation is expected to **grow by 26.8%** in the state of California. The national average growth rate for this occupation is **15.1%**.

[Additional information about this occupation.](#)

  
 Growing faster than average

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### Industry Employment Trends

In 2006, there were 1,278,200 people employed nationally in the **Computer systems design and related services industry**.

Between 2006 and 2016, the number of people in this industry is expected to **grow by 38.3%**.

[Additional information about this industry.](#)

  
 Growing much faster than average

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### Local Unemployment Rate

In 2007, the unemployment rate in the **Los Angeles-Long Beach-Glendale, CA Metropolitan Division** was **5.0%**. That same year the **national** unemployment rate was **4.6%**.

  
 Higher than national

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### State Unemployment Rate

In 2007, the **California** unemployment rate was 5.4%. That same year the **national** unemployment rate was **4.6%**.

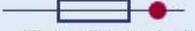
  
 Higher than national

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### Educational/Training Attainment

Level: **Bachelor's or higher degree, plus work experience**. The typical person in this occupation has an **'Associate degree'**. Therefore, the education/training level is higher than the typical educational/training level identified by the Bureau of Labor Statistics.

[Additional information about education and training requirements.](#)

  
 Higher than typical education/training level

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### Wage

<http://www.labormarketinfo.edd.ca.gov/>

Trends, stats and search for companies in your area by industry with phone and contacts.

<http://www.labormarketinfo.edd.ca.gov/?pageid=1004>

[California Occupational Guides](#)

<http://www.labormarketinfo.edd.ca.gov/aspdotnet/dataBrowsing/IndGroup.aspx?menuChoice=emp&searchType=Geography&geogArea=0604000037&naicsect=51> (Be sure to check this page out. Listing of companies in your area by company type.)

The screenshot shows the EDD (Employment Development Department) website interface. At the top, there are logos for 'CA.GOV' and 'EDD Employment Development Department'. Below the logos is a navigation bar with buttons for 'Home', 'Unemployment', 'Disability', 'Jobs / Training', 'Payroll Taxes', 'Labor Market Info' (which is highlighted), and 'Forms/ Publications'. Underneath the navigation bar is a secondary menu with links for 'Overview', 'Career Information', 'The Economy', 'Data Library', 'Customer Center', and 'Contact LMI'. The main heading of the page is 'Employers by Geographic Area'. Below this heading is a link for 'View Search Selections'. A section titled 'Select a NAICS Industry Group' contains a text box with the instruction: 'Select an industry below and click on the "Select Detail Industries" button to refine your search or "View Employer List'. Below the text box is a table with two columns: 'Group' and 'Title (Number of Employers in Los Angeles County)'. A dropdown menu is open, showing the following options:

Group	Title (Number of Employers in Los Angeles County)
5111	Newspaper, Book, & Directory Publishers (1977)
5112	Software Publishers (26)
5121	Motion Picture and Video Industries (3963)
5122	Sound Recording Industries (1371)
5151	Radio and Television Broadcasting (384)
5152	Cable and Other Subscription Programming (174)
5171	Wired Telecommunications Carriers (311)

At the bottom of the dropdown menu, there are two buttons: 'Select Detail Industries' and 'View Employer List', separated by the word 'OR'.

The results to a search on EDD will look like this:

**Employer Search Results**

[Back](#) [New Search](#) [Printer Friendly Version](#)

[View Search Selections](#)  
[View Filter Selections](#)  
[View Map](#)

There are **1783 employers** matching your selection criteria.

Go To Page:  [GO](#)

**Page 36 of 72 (25 results/page)** [\[Previous\]](#) [\[Next\]](#)

Name	Address	City	Industry	Size Range
<a href="#">MELLCOMM</a>	WHITESIDE ST	LOS ANGELES	Directory and Mailing List Publishers	1-4 employees
<a href="#">EUROPA PUBLISHING INC</a>	W 3RD ST	LOS ANGELES	Directory and Mailing List Publishers	1-4 employees
<a href="#">BAYPOST INC</a>	N LA BREA AVE	LOS ANGELES	Book Publishers	1-4 employees
<a href="#">SCOTT &amp; DAUGHTERS PUBLISHING</a>	N HIGHLAND AVE # A	LOS ANGELES	Book Publishers	20-49 employees
<a href="#">BUSINESS PROMOTIONAL SVC</a>	WILSHIRE BLVD	LOS ANGELES	Directory and Mailing List Publishers	1-4 employees

You can then click on the company and get contact and other information

<http://www.caljobs.ca.gov> Cal Jobs

Log in, Select the Labor Market link in the left gray column. From there you can go to various sites.

Research for publicly held companies, look up the company and read press releases and other comments at:

[www.bigcharts.com](http://www.bigcharts.com)

**Headlines for Abercrombie & Fitch Co. (NYSE : ANF)** 5:08 PM ET

**News for Abercrombie & Fitch Co.**

Thursday, September 04, 2008

<a href="#">\$ Storms Have Impact on Retailers</a> <i>[at The Wall Street Journal Online]</i>	1:38 PM
<a href="#">August retail sales remain a mixed picture; Wal-Mart tops</a> <i>MarketWatch.com</i>	11:31 AM
<a href="#">Abercrombie &amp; Fitch same-store sales down 11%</a> <i>John Iltner MarketWatch.com</i>	8:26 AM
ABERCROMBIE & FITCH AUGUST SAME-STORE SALES DOWN 11% <i>MarketWatch.com</i>	8:03 AM

Tuesday, September 02, 2008

[www.morningstar.com](http://www.morningstar.com)

The screenshot shows the Morningstar website interface. At the top left is the Morningstar logo. To the right are buttons for 'LOG IN', 'SIGN UP', and 'HELP', followed by the text 'Welcome !'. Below this is a navigation bar with 'Quotes', a search box labeled 'Search Enter topic', and 'Funds @ E\*TRADE Securities'. A large advertisement for 'Need cash for your existing business?' is displayed, featuring the 'CAPITAL for MERCHANTS' logo. Below the ad is a menu with buttons for 'Membership', 'Home', 'Portfolio', 'Stocks', 'Options', 'Funds', 'ETFs', and 'Hedge'. The main content area is titled 'News' and features a PRNewswire logo. The headline of the article is 'Suntech Solar Panels to Power The North Face 1MW Solar System'. Below the headline are links for 'E-mail Article' and 'Print Article'. The article text states: 'SAN FRANCISCO and WUXI, China, Sept. 4 /Xinhua-PRNewswire/ -- Suntech Power Holdings Co., Ltd. (NYSE: STP), one of the world's leading manufacturers of photovoltaic (PV) cells and modules, today announced it has been selected to supply 5,445 Suntech solar panels for a 1MW solar electricity system at The North Face(R) West Coast distribution center in Visalia, Calif. The system will be installed by EI Solutions, on RayTracker(TM) GC single-axis solar trackers.'

Review all your answers and have them ready for the interview.

***Interview Opening – Introductions and statement of both sides starting positions***

**Presentation** – Shake hands, make eye contact, smile, look and dress professional, speak so people can clearly hear you as if they were twice the distance away. Act with confidence and be polite. Imagine yourself already in an upper management position and think about being the kind of manager who will listen to others, closely. This will give the interviewer an impression that you are management material. Try this out on a friend and let them tell you, honestly, how you do.

**Summarize in 30 seconds**, your interest and your knowledge about the job and what you hope to bring to the table and then stop. Let the interviewer have space and time to open the interview. You've just made an impressive first impression.

**Note: - Interview skills are not covered here**

The Interview process begins after the opening and bargaining for salary will most always not take place the same day. The Interview skills are not covered here. We are skipping directly to the point when the job has been offered and a salary now needs to be negotiated. **Do not** jump from the 'Opening' to 'Bargaining'. Only begin 'Bargaining', once the job has been offered and the interviewer brings up the question of salary.

The actual opening to negotiations begins when the first offer for compensation from the employer is made.

## Bargaining

### The Basics

Aim high. Don't discount your value. Ask for a package that's at the high end of the spectrum for your target position, and be willing to compromise.

Career satisfaction isn't only about pay. Don't accept an offer based on salary alone. Figuring out what kind of work you want to do is more important. If you're interested in several things, find out what road you want to go down and the job that makes sense for you. If you don't like what you do, it doesn't matter how much you're paid. You're going to be miserable.

Your last salary should never be a factor.

Don't be the first to mention salary during the interview, and use the negotiating tips listed below when the topic does come up.

Decide, before you go into an interview, what salary you want to earn, what you need to live on and for what you will be willing to settle.

Never negotiate for your needs--always from what benefits you bring. Never say "I need at least \$X dollars." Use a positive method to support your reasons. For example: "I bring valuable skills of (list them) to the table and believe that this is going to help me perform the job efficiently, responsibly and bring a lot of benefit to the company."

Never lie about your salary history. Bonuses, value of perks, stock options and vacation pay may be added in to make an easy to understand, "Annual or Monthly compensation". If you don't call the higher aggregate value a salary it is not a lie.

The time to negotiate is when both parties agree on the job fit.

Base salary is computed on ranges established at the beginning of the calendar year.

Benefits are seldom changed, but they play a very important role in the final package

Companies are willing to negotiate if you offer value.

Companies respect your negotiation attempts, if done properly.

How you negotiate can determine your role in the company.

Once you have accepted a job offer and salary level, be sure to get it in writing.

At the end of negotiations when you cannot think of another accomplishment, you can always pick a price higher than your current offer by 5 or 10% and see if there is another compromise offer.

Get more time, if you need it. You may get a higher salary than the company's initial offer simply by keeping a dialogue open and letting them know you like the company.

For example:

“I really like your company and how you do business. I want to understand your offer and your compensation policies. You may have restrictions on what you can offer me and I appreciate that. At the same time, I want to make sure I've fairly assessed my market value. Can you help me with this?”

## **Bonuses**

### ***What is salary compression?***

When an employer hires someone a year before, who has the same or more responsibilities as you will have, the employer may now be paying this employee, say \$50,000. It becomes difficult for the employer to offer you more, even if the market now says your job is worth \$55,000 because the employer is afraid that if word gets out, there may be resentment from other employees. This is salary compression. The employer usually solves this with bonuses.

### ***Types of Bonuses***

- 1) Signing bonus – This can be up to 10 to 15% of an annual salary.
- 2) Child and day-care services
- 3) Company car cost-of-living adjustments
- 4) Desirable office education and training programs
- 5) Expense accounts - remember this is for work related expenses, so in effect you are spending money for the company's needs. If they will pay for your clothing, meal allowances, or anything you can also use outside of office business, then the perk is better.
- 6) Flexible work schedule
- 7) Insurance – health, dental, disability, life

- 8) Maternity / Parental leave
- 9) Moving allowances – If you must move to take the job, there is a reasonable risk that after a few months, the job may not work for whatever reason - and you may be faced with another move expense, not to mention any housing lease that might have to be bought out. This is a real risk that can quickly add up to thousand of dollars and you should always ask for help for moving expenses. Even if the employer is unable to offer this because of some policy, you will have helped your case for a better salary, because you are making the employer aware that you are accepting the risk of multiple thousand dollars for the move. If the employer does not accept some moving cost compensation, that is really a red flag to signal for you to consider carefully if you really wish to work for the company. The company may want its employees to accept other risks that are not appropriate.
- 10) Paid sick leave
- 11) Paid Vacation – usually this is not open to much change but you can always ask.
- 12) Parking – If you otherwise would have to pay for it, then this is a reasonable bonus and some will even pay for your public transportation.
- 13) Personal days
- 14) Professional membership dues
- 15) Profit sharing plans – some are good and some are worthless see the stock plan section below.
- 16) Savings plans
- 17) Tuition Reimbursement
- 18) Use of a notebook computer to take home
- 19) Stock options – usually only valuable if the stock price goes up. Otherwise, when you go to cash out of your options, you may be upside down in the value of the stocks, which means the option price of the stock is more expensive than the value of the stock that lost it's value. In this case, the option can be worthless. If the company goes bankrupt the stocks will, of course, also be worthless. Also, be aware that 10 shares of one company can be worth more than 100 shares of another. So the number of shares is not necessarily a good indication of the value of the stock option bonus. It is wise to consult either an accountant or broker to ascertain the real value of any stock options.

Stock options in companies that are not yet public, means that when you take stock options, you are assessed the difference of your cost versus market value as a wage and are taxed accordingly for state and federal. You can not sell these options on the open market until the company goes public. You may then be limited in how much and when you may sell the stock by your shareholder's agreement. In most cases, you could sell the options privately with approval of the company. You declare a long or short-term capital gains profit or loss based on the original market value cost of the stock.

401K matched investment with a delay to full matching usually at 5 years. 401K plans include a wide variety of conservative fund types and money market funds. As long as you do not use up your complete pay check or are paying off expensive interest credit cards, you should be investing in a 401K with matching funds. You could have moved funds to a money market account prior to the recent October 2008 or August 4<sup>th</sup> 2011 market downturns, if you had guessed the market correctly and not lost value in the funds.

### ***Closing***

Restate a summary of your opening of what skills you are bringing to the job and how you are still very much interested in the company.

Say that you appreciate the changes in the offer so far and you look forward to receiving it in writing.

Mention that there are other considerations that you would like to go over and get back to the Interviewer in a timely manner.

Ask when your answer will be needed.

Thank the Interviewer for his / her time.

Finally, once the entire offer is in writing, be sure to call back with enough time, at least a business day, ahead of the time they need an answer with your response, with a final counter offer or acceptance.

**Salary quiz:**

From: Jack Chapman's book  
"Negotiating Your Salary: How to Make \$1000 a Minute"  
<http://www.salarynegotiations.com/>

- 1) True False Don't know:  
Salary Negotiations affect not only your paycheck, but your performance on the job, too.
- 2) True False Don't know:  
If the employer's offer is significantly higher than your market value, you should accept it and get it in writing right away.
- 3) True False Don't know:  
Employers often will compute a salary offer to you as a percentage increase over your present earnings. To make the interview process go smoothly, get clarity on that range toward the beginning of the interview process.
- 4) True False Don't know:  
Avoid interviewing for jobs whose salary is significantly below your expectations because it wastes both your time and the interviewer's.
- 5) True False Don't know:  
At the time of final negotiations, you should start with a number that is at the high end of your range; that way you don't come in too low, and still have room to negotiate.
- 6) True False Don't know:  
Good benefits won't make up for a poor base salary.
- 7) True False Don't know:  
To find your fair market value, you just need to find what others in similar positions are earning.
- 8) True False Don't know:  
Straight commission is the riskiest type of compensation, although you might have to accept it if you are inexperienced in the particular type of sales in question.
- 9) True False Don't know:  
An average wage earner would add an additional million dollars to his career earnings if salary negotiation skills increased his income ten- percent.
- 10) True False Don't know:  
You should tell recruiters and employment agents your current compensation in complete detail--even corroborating earnings with W-2s if needed.

11) True False Don't know:

One acceptable way to increase your negotiation leverage is to increase the answer to "What are your present earnings?" Add 10% to your base salary to cover benefits, and add in any anticipated bonuses when you give the employer or recruiter your "number."

12) True False Don't know:

Companies nowadays restrict their managers a percentage-range for raises. The goal in raise negotiations is to get the maximum in that range.

13) True False Don't know:

Any one of these questions you answered incorrectly could easily cost you thousands of dollars in a salary or raise negotiation.

**Answers list to salary quiz:**

<http://www.salarynegotiations.com/Salary Quiz.htm>

- 1) TRUE. A poorly negotiated salary will generally show up as a poor attitude at work. That affects your performance and your chances for raises or promotions.
- 2) FALSE If you're overpaid, you want to know why. It won't last anyway, so the proper thing to do is accept it, then explore the rationale for the compensation to make sure it's not a mistake.
- 3) FALSE Most employers like to know what you're earning because they're worried that you won't last if they can't give you an increase; however, your best move is to delay any talk of salary until you know what exactly is entailed in the job. Otherwise, you could be screened out as too high or too low.
- 4) FALSE Don't interview just for "practice," but do interview. Explore where or how the job could be expanded to meet your level of competence and compensation.
- 5) FALSE At the time of final compensation, you should not start; let them go first.
- 6) FALSE There are many ways benefits and perks can make the whole package acceptable when the base salary is low.
- 7) FALSE There are three components that determine your fair market value. Your Objectively Researched Value, Individual Value, and Risk Factor Dollars. While it's important to know what others are paid, you can be higher or lower than that depending on the other two factors.
- 8) FALSE Straight commission is the safest kind of compensation. It is acceptable in many situations, regardless of experience level.
- 9) TRUE Ten percent more earnings over a career lifetime adds up to over a million dollars
- 10) TRUE Most of the time, it will give you points for being straightforward. There is some caution about letting your past earnings box you in, though.
- 11) FALSE Inflating your earnings is a bad idea. It has all sorts of potential dangers. The best strategy is to avoid discussion of your earnings at all until there's an offer.
- 12) FALSE The goal in a raise negotiation is to exceed that percentage if there's evidence that your market value will support the request. Often, that will look like a change of title, which is "exempt" from the percent-range set for raises because it is not a "raise"; it is a new salary for a new job.
- 13) HOW TRUE IT IS! Any wrong answer could easily cost you thousands. What's worse, still, is that there are easily a hundred salary questions, not just these thirteen, that could cost you big bucks.

## Links and credits:

Some links to pages of interest. For reference only. No books have been reviewed. Make your own choices:

Dress for Success articles

<http://www.symsdress.com>

[http://www.worktree.com/tb/IN\\_dress.cfm](http://www.worktree.com/tb/IN_dress.cfm)

<http://career-advice.monster.com/dress-for-success/employment.aspx>

<http://www.dressforsuccess.org/>

An organization with a local office, that help women dress better for jobs.

Should You Negotiate Your Best Job Offer in a "Buyers Market"?

[http://careerplanning.about.com/cs/joboffers/a/uc\\_negotiation.htm](http://careerplanning.about.com/cs/joboffers/a/uc_negotiation.htm)

Negotiating Ability Gives You The Edge

<http://www.csun.edu/~vcecn006/negot.html>

Nice pdf guide from University of San Francisco

Job & Internship Resource Guide

[http://www.usfca.edu/CSC/Students/Job\\_and\\_Internship\\_Resource\\_Guide/Resume\\_and\\_Cover\\_Letters/](http://www.usfca.edu/CSC/Students/Job_and_Internship_Resource_Guide/Resume_and_Cover_Letters/)

Available from: [http://www.usfca.edu/career/resources/career\\_planning\\_guide.html](http://www.usfca.edu/career/resources/career_planning_guide.html)

Up to date tips from the Ladders - Marc Cenedella

<http://www.theladders.com/career-advice/salary-negotiation-tips-thou-shalt-not-speak-too-soon>

Books recommended from some of these pages:

Negotiating Your Salary: How to Make \$1000 a Minute by Jack Chapman

60 Seconds & You're Hired, Robin Ryan

The Perfect Interview, John D. Drake

Dynamite Salary Negotiations, Ronald & Caryl Krannich

KILLER Interviews, Frederick and Barbara Ball

Interview Strategies That Will Get You the Job You Want, Andrea Kay