Salary Negotiation

Knowing what you are worth and negotiating for the compensation you deserve is an essential piece to making the most of your career. These conversations can be intimidating, but preparing yourself to negotiate and approaching it confidently can make all the difference!

KNOW YOUR WORTH
Research average salaries and compensation for similar job titles in your geographical area. Some helpful resources for this are:
- [www.salary.com](http://www.salary.com)
- Your Rasmussen Career Services Advisor.
- Your Local Workforce Center Advisors or Recruiter.
- Network and talk with industry professionals to discuss typical salary ranges for someone with your experience.

PREPARE FOR THE CONVERSATION
- Memorize and understand what you’ve learned from your research, be prepared to speak about it with clarity.
- Prepare potential responses to the question “What salary range are you looking for?”

  **EXAMPLE:** “Based on my experience, education and industry research of the current market, I would prefer to make between... (specific range)”
- Practice your responses with a trusted friend, Career Services Advisor, or in front of a mirror.
- Separate your emotions from the conversation. Be prepared with facts and credentials that justify the salary you are requesting.
- Always be respectful, appropriate, cordial and calm. Confidently present yourself as a professional – this process is a conversation, not a confrontation.

CONSIDER THE OFFER
When a job offer is presented, be sure to take some time to consider before accepting:
- Thank the employer for their offer.
- Let them know you are interested and excited about the opportunity.
- Ask for the salary and benefits package in writing.
- Let them know you would like 24-48 hours to review the offer.
- Follow up to let them know whether or not you accept, or to negotiate further if appropriate.