

GET THE JOB

Asking for More

Your application was perfect, the interviews went swimmingly and now you've got an offer in hand.

Congratulations! But it's not the end of the road. Not quite yet. It's time to talk about pay and benefits. It's an uncomfortable conversation, but it's one you can win with these tips from Harvard Business Review.

KNOW YOUR WORTH

It's cliché, but it's true. You should go into these discussions with a specific range, and that range will require defending. Research how much is fair for your market and realistic both for your responsibilities and your employer's bottom line. Research online and ask others in your field about reasonable salary ranges. Find industry benchmarks, national ranges and search for job listings in states that mandate a salary range to be listed to get a good



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idea.

ASK FOR WHAT YOU WANT

Don't ask if an offer is negotiable. Ask for what you want. This grounds the negotiation on the assumption that the organization's offer is the opening round rather than the final say, and it could lead your future employee to be more flexible than they intended to be. Asking if something is negotiable is only inviting the answer "no."

NEGOTIATE FOR MORE THAN SALARY

Compensation isn't just the numbers in your paycheck.

Instead of focusing on salary, look for opportunities such as more time off, other benefits, paid training or tuition, more days off, remote work and more. Or, if your target salary is high for the position offered, be ready to concede on some other fronts to get you to the number you'd like. For instance, if the company balks at putting more in your paycheck, ask for more days off or a training budget. If you want that money in your check, ask if you can trade for another benefit you aren't likely to use.

DON'T GET IN YOUR OWN WAY

Some of us are plagued by

self-doubt, and those thoughts can get in the way of your negotiating power. Deborah M. Kolb and Jessica L. Porter's book "Negotiating at Work: Turn Small Wins into Big Gains" encourages employees (or potential employees) to recognize that negative thoughts could be wrong. Make a list of why you might deserve to earn more than you do and don't hold yourself back.

JUSTIFY YOUR COUNTEROFFER

Use that list, along with the research you've done, to justify to your potential employer why you think you deserve what you're asking for. Also include

any competing offers you may be considering and any unique skills or experience you may have. It's important that both employee and employer feel an offer is fair, Harvard says.

Above all, remember that this negotiation is the first steps in what might be a long and fruitful journey together. This is an opportunity to not only get what you think you deserve, but also to show off your negotiating skills, reasoning skills and your willingness to work on a team. Avoid hardball tactics at all costs. Don't threaten to walk away or insist on certain things for the sake of winning. That could lead to you losing the offer altogether.