

TEN SIMPLE RULES FOR SUCCESSFUL NEGOTIATIONS

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Rule 1

□ Do your homework

- ▣ For salary negotiation, American Statistical Association salary survey website is a great place to start

<https://www.amstat.org/ASA/Your-Career/Salary-Information.aspx>

- ▣ Find out what else is typically included in an offer

- Don't be afraid to ask

- Alums
- Career services
- Mentors/Professors
- The Chair of your department 😊

Rule 2

- Salary is best discussed when you have an offer
 - ▣ Best time to negotiate because you have successfully demonstrated your worth
 - ▣ Written offer is not going to be withdrawn if you ask for a better deal
 - But an unreasonable salary expectation may prevent you from getting an offer in the first place
 - ▣ Premature salary discussion may prevent the employer from learning about you and why you may deserve a better salary or opportunity

Rule 3

- Don't be the first to share a number
 - Some negotiating guide advise “Swallow your fear and make the first offer” (Jeff Haden, www.inc.com)
 - For salary negotiation, I prefer to hear their offer first
 - That means, I do not discuss salary during the interview process
 - If asked about it verbally, I reply something like “You are a good company/university, I am sure you offer competitive compensation packages”
 - If asked in writing (pre-interview questionnaire), I leave the field blank
 - Avoid giving a range

Rule 3

- Don't be the first to share a number
 - ▣ Why do I avoid salary discussion during the interview process?
 - Most offers will start at the lower end of the range you indicate during your interview or information sheet
 - If your salary range is way above what they plan to offer, you might not be considered for the position

Rule 4

- Aim high
 - ▣ You might be hoping to get at least the median salary from the salary survey, but ask for higher
 - ▣ Don't be afraid to ask for what you want
 - ▣ Don't forget to ask for perks

Rule 5

- Be flexible
 - ▣ Negotiate the whole package, not just salary
 - ▣ Most things are negotiable, but not everything is negotiable
 - ▣ You may not be able to get exactly what you asked for, but you might be able to get something else that is just as good
 - E.g. They may not be able to offer a higher salary, but they might be able to offer a sign-in bonus
 - ▣ Some negotiating guide advise “Don't give anything away without getting something in return” (Ed Brodow, Negotiation Expert) or “Never give without taking (in a good way)” (Jeff Haden, www.inc.com)
 - ▣ Don't give ultimatums

Rule 6

□ Listen

- Most negotiating guides have a version of this rule
 - “Shut up and listen” - Ed Brodow
 - “Use silence to your advantage” – Jeff Haden
- Good negotiators are detectives; they ask a few questions and then listen (Ed Bordow)
- Let the other side do most of the talking
 - You may find out information that you can use in your negotiation
 - You are less likely to give information that could hamper your change of getting a better package
 - Less likely to give away your bare minimum!

Rule 7

- Don't be in a hurry
 - ▣ Ask for time to think about the offer; don't accept on the spot
 - ▣ You may be able to get a better package if you take your time

Rule 8

- Negotiate in good faith
 - ▣ If other side agrees to all your requests, be prepared to accept
 - ▣ Don't play games to see how high they will go if you do not intent on accepting the offer no matter what
 - ▣ Remember: even if you do not accept the offer, you may interact with the person who is trying to hire you in the future; you want to keep good relationships!

Rule 9

- Don't make it personal
 - ▣ Don't take the issues or the other person's behavior personally
 - ▣ If someone is rude or difficult, try to understand the behavior but don't take it personally
 - ▣ If you feel intimidated or pressured, ask to take some time to think about the offer (i.e. take a break)
 - ▣ Don't let the process of negotiation offend your sense of worth
 - ▣ Focus on getting to a good deal, leaving personal issues on the side

Rule 10

- Start a good relationship
 - ▣ This is true for salary and other types of negotiation
 - ▣ You don't want to leave anything on the table, but you don't want to take too much
 - ▣ Negotiating in good faith (rule 8) will help establish a good relationship

Some useful negotiation language

- How firm is your offer?
- How much better can you do?
- What else can you offer?

Other considerations

- There is still a gender gap in salary
 - ▣ On average, women have lower salaries than men for the same position, even after taking other factors, such as years of experience, into consideration
- One of the reasons for the gender gap is that women are less likely to ask for higher salaries/raises
- For the women in the room: do not contribute to the gender gap
- For the men in the room: make sure you get what you are worth
 - ▣ We want to close the gender gap by increasing women's salary, not by lowering men's salary!

Five Simple Rules for Negotiation

- Rule 1: Do your homework
- Rule 2: Salary is best discussed when you have an offer
- Rule 3: Don't be the first to share a number
- Rule 4: Aim high
- Rule 5: Be flexible
- Rule 6: Listen
- Rule 7: Don't be in hurry
- Rule 8: Negotiate in good faith
- Rule 9: Don't make it personal
- Rule 10: Start a good relationship