

Do's and Don'ts of Salary Negotiation

Do's

Don'ts

<p>Be positive & professional It's essential to be positive and professional in all your correspondence with the employer throughout the negotiation, so that they don't reconsider hiring you. Reiterate your desire to work at the company and maintain a courteous and upbeat tone in your emails. Be sure to always use professional language and respond promptly to requests.</p>	<p>Do not be arrogant or pushy If you sound arrogant, pushy or offensive, then the employer will not be inclined to make you a better offer. They may also reconsider whether you are the kind of person they want to hire and could retract the offer entirely.</p>
<p>Write an email rather than call Raise queries or write a counter proposal by email rather than over the phone. This will allow you to compose your key points logically and professionally. Having the negotiation documented in writing, will also avoid any misunderstandings. Learn how to compose a counter proposal.</p>	<p>Do not ask for too many changes Pick 1-2 elements that you want to negotiate on and focus on these in your counter proposal. If there are other minor details you wish to query, raise these after agreeing on the main items first.</p>
<p>Know your value and focus on what you can offer Make your case to the employer by stating the experiences and skills that demonstrate the personal value you would bring to the role. After this, you can then propose the salary that you believe is in line with your experience and expertise.</p>	<p>Do not talk about your expenses You may need a higher salary to cover your rent or pay off your student loan, but don't mention this in your counter proposal. Justification for your counter proposal should focus solely on the value you would bring to the company.</p>
<p>Do your research It is vital to research the market rate for the role at your level to ensure that your counter proposal is realistic. Use trusted salary guides such as Payscale and SG Charts to gauge the market rate for your role. Making a counter proposal of a number that is well over market rate will make you lose credibility.</p>	<p>Do not look at how much your friends are making It is unprofessional to compare your salary with that of your friends when negotiating. Make your case for yourself and only use your accomplishments as justification for your salary request.</p>

