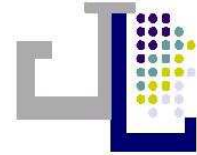


KEY TO SUCCESSFUL SALARY NEGOTIATIONS

Salary negotiation is a critical step in the hiring process. Professionals with high qualification levels and desired practice area expertise may already be evaluating other opportunities by the time your organization make an offer, so it's important to handle this stage in a timely and effective manner.

Follow these simple rules and you should achieve success in this important strategic tool of job-hunting. But remember, all negotiation carries risk.

- ◆ Research is the key – find out what other people are paid for doing the same work. Remember that salaries differ by geographic region.
- ◆ **Don't** bring up salary before the employer does. And **do** delay salary negotiation for as long as possible (until you know exactly what the position entails).
- ◆ **Do** be aware of your strengths and achievements. And **do** be sure to demonstrate the value you'll bring to the employer.
- ◆ **Do Consider How Much Experience You Have:** Those with more experience can hope to earn more money. Remember to talk about the amount of experience you have if it will help you negotiate a higher salary. If you don't have a lot of experience, be realistic about the salary for which you can ask.



- ◆ **Do** let the employer make the first salary offer. And **do**, if asked, say you expect a salary that is competitive with the market -- or give a salary range that you find acceptable.

- ◆ **Don't** inflate your current earnings just to get a higher salary offer.

- ◆ **Don't** feel obligated to accept the first salary offer. And **do** negotiate salary if the offer made is inadequate.

- ◆ **Don't** try to negotiate right after the offer is made. **Do** take the time to consider all factors before making any job_offer decisions.

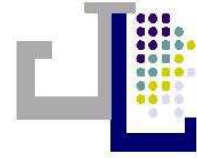
- ◆ **Don't** get overly aggressive in negotiating the salary you want.

- ◆ **Don't** just focus on salary. **Do** look at the entire compensation package.

- ◆ **Do** try to obtain other concessions (shorter review time, better title, better workspace) or benefits (bonuses, vacation time) if you aren't successful at negotiating a salary you want.

- ◆ **Don't** enter salary negotiations as part of an ego trip or part of a game.

- ◆ **Don't** accept the first acceptable salary offer you receive if you're not sure about the job or the company.



- ◆ **Do** get the offer in writing.