

Salary/Promotion Scenarios & Quick Tips

APPLICATIONS/COVER LETTERS

Q: "Please include your salary history/requirements in your letter of interest."

STRATEGY: Address the issue without offering information

- *"I'd be happy to discuss the issue of salary as we get further along in our conversations about this opportunity."*
- *"My salary requirements are negotiable and depend upon the responsibilities agreed upon at the time of a job offer."*

(PRE-JOB OFFER) OF INTERVIEWING

Q: "What are you currently making?"

STRATEGY: Diplomatically delay the Topic

- *"Of course salary is important to me, but at this point I am much more concerned with whether or not I am the right person for the job and if this company and position is a good fit for me. Once we determine if I'm the right person, I'm sure we can come up with a salary amount that is satisfactory for both of us."*
- *"I would prefer to focus on my pay within your organization. Once we have come to an amount we agree upon, I will disclose my former salary."*
- *"Given the responsibilities of this job, I would expect this position to pay in the range of..."*
- *"After my review in four months, my salary will be raised within the range of \$xx,xxx to xx,xxx."*

Q: "What are your salary requirements?"

STRATEGY 1: Continue to Delay

- *"I have found in my research that the salary range for this position is \$xx,xxx - \$xx,xxx. Taking this into account, along with both the needs of this organization and the experience and skills I would bring to this company, I'm sure we could find a salary both parties are satisfied with."*
- *"I would consider any reasonable offer."*

STRATEGY 2: Throw the question back to them

- *"I assume a range has been set for this position and wonder what the organization has in mind?"*
- *"Thank you for raising the issue of salary. Do you have salary curves or indexes in your organization? [yes.] Could you tell me what you have in mind, based on that structure?"*

Q: "How do you feel about \$xx,xxx as a yearly salary?"

STRATEGY: Remain vague/general

- *"I'm sure that we could find a salary that is agreeable to both parties."*
- *"This amount seems to fit within the range that I would expect based upon my research."*
- *"While the amount appears to be within the range of what I would expect, I would need to take a closer look at the rest of the compensation package before I would be able to make a judgment about the salary."*

THE OFFER

Q: The salary we would like to offer you is \$XX,XXX.

STRATEGY: Question

- *“Is this offer negotiable?”*
- *“How firm is that number?”*
- *“Could you tell me how you arrived at this compensation to make sure I understand the salary structure? I want this to work for both of us.”*
- *“Could you tell me a little bit more about the benefits package for this position as well so that I can understand the offer more completely?”*

Q: The salary they offer you is lower than you wanted...

STRATEGY: Counter Offer

- *“Based on my experience in this line of work and my current salary, I was expecting an offer closer to \$xx,xxx.”*
- *“Based on my research on salaries in this field and my understanding of the position responsibilities I wonder if you will consider a salary of \$xx,xxx.”*
- *“At this time I have been offered positions with your company and another organization. I have an offer with XYZ company for \$xx,xxx...would you be willing to match their offer?”*

Q: If they say that the salary is non-negotiable...

STRATEGY: Question

- *“May I ask why this is your policy?”*
- *“Would it be possible to complete a performance review after six months and revisit compensation after you have had a chance to see my performance in this position?” (contract)*
- *“Since it appears that the salary is not negotiable, would you be willing to look at providing 3 weeks of vacation rather than 2?”*

BENEFITS QUESTIONS

- How much does employee contribute to listed benefits? (out of paycheck, co-pays, deductibles...)
- Is there a time delay before receiving benefits?
- What physicians/clinics are covered under medical/dental plans?
- What medicines/medical services are not covered under medical plans?
- What is the % of matching for 401K plan or retirement plan?
- How long until you will match my contributions?