

## Brock University

Salary negotiation may be a new experience for you as a soon-to-be graduate, and many factors will influence the salary range for your first full time job.

### Factors to Consider

Determining an appropriate salary range requires careful review and consideration of the following job/company specific factors:

- Company Benefits: health coverage, training and educational assistance programs, professional memberships.
- Financial Benefits: signing bonus/performance bonus, severance package, base salary + commission, stock options/shares.
- Additional Perks: accelerated salary review, flexible hours, additional vacation time, relocation expenses, company vehicle, blackberry, laptop.

Companies that offer more of the above stated factors are likely to offer a lower base salary.

Consider these additional factors about the company:

- Geographic location.
- Size of the organization.
- Opportunities for advancement.
- Profit vs. not-for-profit / government funded.

Consider these factors about yourself:

- Your skills and experience.
- Your fit with the position and company.
- The added value that you bring to the role.
- How this fits with your career plan.

### Doing Research

Be well researched about the job, industry, and organization before evaluating your salary expectations:

1. Speak to other people in the same or similar occupations
2. Conduct internet research and scan newspapers for salary listings for similar jobs
3. Research salary information online:

- [www.workingincanada.gc.ca](http://www.workingincanada.gc.ca)
- [www.tcu.gov.on.ca/eng/ojf](http://www.tcu.gov.on.ca/eng/ojf)
- [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)
- [www.payscale.com/](http://www.payscale.com/)
- <http://salary.monster.ca>

#### Included in this tip sheet

- 1 Factors to Consider
- 2 Doing Research
- 3 The Approach
- 4 Guidelines
- 5 Etiquette

---

**The best way to determine an appropriate salary range for any job is to research the role, the company, and the industry. You also need to understand your own skills and the value you have to offer the employer.**

---

---

**Prior to the interview, you should have an idea of the salary you are expecting and/or willing to accept.**

---

### The Approach

As the candidate, it is not recommended that you be the one to initiate the conversation about salary. Sometimes the employer will ask about your salary expectations in the interview to gauge your salary range and/or determine if you have realistic expectations. Salary will be presented/outlined in an offer of employment (should you be successful in the process), along with all other aspects of the job and benefits.

If asked about salary expectations in the interview, it is appropriate to communicate that you have researched the role and have a salary in mind, and are interested in learning about what they are offering.

At this point, the employer may decide to let the topic drop and/or indicate this is something you could discuss at a later date. If the employer does indicate a salary, you could simply respond by indicating your interest in *“discussing salary when there is an offer on the table”*. If the interviewer insists that you *“name your price”*, you may request additional information (hours, benefits, responsibilities) and ask for some time to consider all the information (24 - 48 hours is generally appropriate).

### Guidelines

When actually indicating a salary expectation, it is best to have a range in mind. Below are very basic guidelines to help you select salary ranges.

For summer or part-time positions which pay an hourly wage:

- Under \$15 per hour, select a range differentiated by two to three dollars per hour (e.g. \$10 - \$13).
- Over \$15 per hour, select a range differentiated by four to five dollars per hour (e.g. \$16 - \$20).

For ongoing, full-time positions with annual salaries:

- Under \$30,000, you could select a range differentiated by \$4,000 - \$5,000 per annum (e.g. \$23,000 - \$28,000)
- \$30,000-\$50,000, select a range differentiated by \$5,000 - \$6,000 per annum (e.g. \$38,000 - \$43,000)
- Over \$50,000, select a range differentiated by \$5,000 - \$8,000 per annum (e.g. \$64,000 - \$70,000)

If you know the minimum salary you are willing to consider, use that salary as the base during salary negotiations (do not state this base to the employer, simply use it as a guide for your negotiations). For example, if you are not willing to work for less than \$30,000 and you think the job will pay \$32,000 - \$35,000, you could suggest a salary range from \$31,000 to \$36,000.

### Etiquette

- Prior to any negotiation, you should identify and prioritize the items most important to you.
- Make sure you understand what is being included in the offer of employment, in addition to the salary (i.e. benefits, profit sharing, commission, etc.)
- Generally, two rounds of negotiations is considered appropriate: the initial offer and counter offer (round one), a follow-up offer and one final negotiation (round two).
- Do not drag on the process; negotiating over small details can appear petty and may, in the long run, leave a mutually bad impression.
- If you are negotiating with two employers at the same time, it is appropriate to indicate this, however, avoid ‘playing one employer against the other’.

---

#### 5 Expert Tips for Salary Negotiation

Do your homework

Know your needs and wants

Be willing to negotiate

Know your options and ask questions

Negotiate in person

---

**Need More Info?**  
**Contact the BCDO**

<http://portal.bus.brocku.ca>