Explore salaries in your field, use tools found on Ohio University Career Tools - search ‘Salary’
Network with people you know in the field to learn about how salaries and benefits vary by organization and city
Calculate the cost of living after graduation including rent, transportation, clothing, food, and loan payments
Know the salary you need to meet basic cost of living
Determine your net pay and how much you would pay in taxes based on your location through paycheckcity.com
Use your research to quantify a pay range based on your qualifications and your field
   • Do not base a target salary on personal bills, your ideal salary, or what your friends are making
   • Your goal salary should be in line with other similar positions and reflect your level of experience
Prepare for the offer to be given over the phone or by email following an interview

Enthusiastically thank the employer for the job offer
Ask about benefits, if not shared in the offer, including insurance, retirement, vacation and sick leave
Ask for the offer in writing to confirm the salary and benefits information
Determine when you can follow up with the employer (24 hours is typically a reasonable amount of time)
NEGOtiation time

☐ Have a strategy for why you need more money or additional benefits
  • Skills above and beyond the requirements for the position
  • Calculate a salary increase that is reasonable based on the initial offer, the market, and the company
  • Have a figure in mind when you return the call to negotiate the offer
☐ If you are uncomfortable about starting the conversation, ask if the salary and benefits are negotiable
☐ If salary is not flexible, consider benefits that may be negotiable:
  • Specific technology needed for the position
  • Relocation expenses (do they provide support with your move?)
  • Parking or public transportation reimbursement
  • Schedule/work hours flexibility
  • Fitness center membership
  • Funds for continuing education
  • Position title
  • Vacation Time
  • Daycare/childcare support
  • Office environment needs (e.g. window, enclosed office)
  • Money toward professional clothing (especially if a certain look or quality is expected)
☐ Formally accept or decline the offer within the agreed-upon amount of time with the employer

Get some practice

☐ Schedule an appointment with a career coach to strategize and practice what and how to negotiate

Appointments: 8 am - 5 pm
Drop-ins: 11 am - 5 pm
www.ohio.edu/careerandleadership
careerandleadership@ohio.edu