

**School of International and Public Affairs  
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Office of Career Services**

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**THE ART OF NEGOTIATION**

There are some issues that you need to be ready to discuss, or negotiate, in order to make sure you are provided with the best job "package." Before we begin discussing specific characteristics of the negotiation process, however, let's first lay some basic groundwork.

**1) You should be ready to negotiate when you start the interview process.**

That is, you should do your homework regarding general salary ranges for that type of position, competitive health care packages and retirement options.

**2) You only begin the negotiation process after an offer has been made.**

Don't start haggling over an employment package until you have received an offer of employment. It's that simple.

**3) Many people worry that an offer will be rescinded if they try to negotiate.**

Be assured that, unless you demand something absolutely ridiculous in your negotiations, a potential employer will not take back a job offer. So don't be afraid to make reasonable requests during the negotiation process. All the employer can say is "No," which only leaves you back where you started.

**4) Is there room for negotiation?**

If you are not entirely happy with the offer, there may be room for negotiation. Negotiation usually involves salary issues, but may also have to do with job responsibilities, title or benefits.

The key to negotiation is demonstrating your value to the prospective employer. They won't give you more money just because you need it. They might pay you more, though, if they see that you are worth it. That is why you should always be able to back up your request for more money with specific examples of why you feel it's fair and how your skills and/or experience warrant this request.

**5) How do I know what salary to negotiate for?**

To know what salaries are typical for the position you are considering, you can consult various sources of information on salaries. These include: people who know the field or industry; surveys that professional associations frequently conduct; Bureau of Labor Statistics publications

(e.g. the Occupational Outlook Handbook), job listings in newspapers or other publications which can give you a sense of typical salaries and career guides for various fields. Be sure to

consider your whole compensation package -- sign-on bonuses, benefits, vacation time, profit-sharing, etc. -- when deciding if you want to negotiate for a higher salary.

## 6) How much do I know about all these factors?

### **The Job**

What are my duties/responsibilities? What percentage of my time would be spent in each of these?

Is this job a good match for my talents/skills/interests/personality style?

Does this job fit in with my career goals and ambitions?

Who would supervise me? Would I supervise anyone? Who would I work with?

How would I be trained?

What would my hours be? How many hours per week would I work?

Where would this job lead? Is it promotable? Could I transfer to another area of the organization?

Is the job location convenient? Is there any chance of being transferred/relocated?

### **The Organization**

Is it financially stable?

Are they growing? What has the past growth rate been?

Have they had any lay-offs of employees?

Who are their competitors and how are they doing?

What is the organization's management style or "culture"?

Do I respect the organization's philosophy and goals?

### **The Compensation Package**

Is the salary offered in line with typical salaries for this type of job?

When is salary reviewed? What are the typical increases?

How are the benefits -- medical/dental/life insurance?

Are there retirement or profit-sharing plans?

Do I get an expense account or company car?

How much sick leave and vacation time would I have?

Is there tuition reimbursement?