

## Employment Advice

*How negotiate comfortably and confidently with your employer*

It is becoming more and more common for people to negotiate their salaries within the job hiring process. This part of the process will typically happen once a candidate is formally offered a role in writing, as the salary will be indicated in the Letter of Offer and/or Employment Contract. Alternatively, this can happen while you are currently in a role, or seeking a promotion.

Before beginning any negotiation process, here are some things for you to consider:

**1**

### **Determine your value**

Your unique skillset, experience, leadership abilities and qualifications are all assets you can and should use to qualify your negotiation.

**2**

### **Research the market**

It is important to do market research as to what similar roles are currently being paid. This will give you evidence to support your request. You can generally find this information online, in public reports of local recruitment agencies, or through people who you may know also working in the field.

**3**

### **List your expenses**

Maybe you have to commute to different locations to fulfil your duties or maybe you have moved cities to take the job - these could be factors you could raise during your negotiation.

**4**

### **Prepare an outline**

It is always best to prepare fully ahead of your negotiation conversation. It can be helpful to create an outline of key points to help the negotiation flow (you can use these for a phone or video call, as well as an in-person discussion).

**5**

### **Practice your conversation**

The majority of people find negotiating intimidating, so practice your key talking points (requests) before going into the negotiation. Try it out with trusted friends, this will give you an opportunity to revise and seek feedback. You should expect questions from the employer to justify your request, so ensure you have evidence to support your request(s) by way of qualifications, experience, training or other evidence.

# 6

### Remain confident

Negotiation is a normal part of the employment process, and not something to be afraid of. It is important that you show confidence in your ability to do the role, as this will transfer to your negotiation. Doing your research (*point 2*) and practising ahead of time (*point 5*) will also help to boost your confidence.

# 7

### Remain confident

While you may have an ideal outcome in mind, you need to remain flexible. You are in control of your minimum requirements, however it is important to also recognise when employers are also coming to the table throughout a negotiation process. You may not end up with the exact salary you want, however should an employer seek to offer other benefits, remain open to this. Other benefits can have financial, wellbeing and convenience benefits, so it is helpful to factor them into your negotiations.

For example, companies may offer other benefits such as:

- increased annual leave
- discount staff services (such as meals and venue hire)
- flexible working hours
- subsidised gym memberships
- petrol allowance or contribution to public transport costs
- training and professional development opportunities.

# 8

### Know when to say 'no'

It is important you remain true to yourself throughout the negotiation process: it is always a two way street. Employees want to be happy in their jobs and productive for their employers, just as employers want employees to be motivated and enjoy their work. If there is no flexibility on any reasonable requests you may have, you should take this into consideration as part of the wider factors you weigh up, as to whether the business or organisation will be the right fit for you across the longer term.

### Once negotiations are over...

Once the negotiations are over, you should always thank those who were involved in the process, regardless of the outcome.

If you reached agreement, you will receive an increase and/or change in duties as a result. Make sure your employer gives you an updated Letter of Offer and/or contract with the new terms expressed accordingly.