#StartSmart

Making the Most of Your Interview & Negotiating Effectively

Expectations

- Be Present & Engaged
- Be an Active Listener
- Be YOU
- Respect Confidentiality

#StartSmart
5 Steps to Benchmarking Your Salary and Benefits

1. Use your ideal job title

2. Find the salary range and establish your target salary

3. Establish your range

4. Determine your resistance point.

5. Assess the value of benefits.

Establish your target salary

- Salary.com
- Glassdoor
- PayScale
- SalaryList
- Indeed
- Salary Expert
- Bureau of Labor Statistics

- By job title
- Geography specific
- Experience and education are important factors
Your Target Salary Range

Start with your target salary and then

Stretch upwards 10 to 15%

HOW TO CALCULATE COST OF LIVING ADJUSTMENT

https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f1171cfe-f9de-47e7-bc09-ac560180443d

https://tinyurl.com/COL-adjustments
Determine a Resistance Point

• This is the lowest salary you are willing to accept and still take an offer.

• Reduces REGRETS!

• Below this point, you know to push back!

Workshop Overview

1. Prepare to negotiate
2. Role Playing
3. Guest Speaker
The entire life cycle looks like this:

YOU
- Seek a New Job
- Work at Job
- Earn Raise or Promotion

Apply and Interview

BOSS
- Read XX Resumes, Choose X
- Negotiate!

Phone screen, interview, check references

Final Decision, negotiate w. HR, make offer

Tips for Entering Your Negotiation
- It is a co-creation
- Preparation will pay bonuses
- Bring notes
- Positive and flexible
- Anticipate!
- Remember: They want YOU!
I need to know what salary you want in order to make you an offer. What are your salary expectations?

I need to know what salary you want in order to make you an offer.

Can you please tell me your salary history?

Since I am still learning, I have not set my expectations yet... I'd like to see if I am a good fit first...

I'd appreciate if you could make me an offer based on whatever you have budgeted for the position and we can go from there. My expectations are that my salary and responsibilities will line up with market rates for a similar position in this area. I'd like to talk about that after I know more...
You got the job offer! Now what?

NEGOTIATION TIME!

Articulating your value -- Example

• Because of my extensive online teaching experience
• I can design and deliver instruction that engages students in a learning community
• Which improves learning and provides flexibility
Look at the BIG Picture

“Practice isn’t the thing you do once you’re good. It’s the thing you do that makes you good.” - Malcolm Gladwell
Role-Play Tips

Employers

- **Do** pay your new hire a fair salary. Good pay attracts and keeps good employees.
- **Don’t** give away the farm. You can’t pay what you can’t afford.

Employees

- **Do** have a target salary in mind.
- **Do** sell yourself and aim high (but be realistic).

The Negotiation Meeting

- Prepare and practice a pleasant opening
- Be ready with your value statements and rationale
- Try twice
- Know which benefits are worth negotiating
- Remind them you need everything in writing
Role Playing, Round 1 (12 minutes)

1. Decide who is going to be the employee and employer in round 1
2. Access ONLY the document meant for your role. It will give you information for round 1 and 2. Write down the information.
3. The employee has received a job offer $5,000 below their target salary
4. Employee starts the conversation
5. Try to come to agreement on salary and one benefit that is worth $ to employee.
6. Use the “help” button if you need assistance (someone will come into your breakout) or leave the breakout and come back into the main room for assistance

What did you learn?

• Did you feel comfortable?
• Agree on your target?
• Do differently?
• What did you learn about negotiating?
Role Playing, Round 2 (12 minutes)

1. Change roles – employee becomes employer, etc.
2. Employee starts the conversation
3. Try to come to agreement on salary and a benefit.
4. Use the “help” button if you need assistance (someone will come into your breakout) or leave the breakout and come back into the main room for assistance.
GRC Resources -- https://gradcenter.arizona.edu/career-support

More Job-Related Resources

https://gradcenter.arizona.edu/resources/start-smart-salary-and-negotiation-workshops

FREE Online course:
https://courses.aauw.org/learn
Angie Maze

Senior-level business professional with 15+ years leading teams

- Expertise in operations, organizational effectiveness, strategic planning, system implementation, change management, performance driven culture, human resources, learning and development
- Change Agent skilled at analyzing current state, defining gaps, implementing, decreasing silos, improving customer experience and providing the guidance necessary to drive program effectiveness

American Association of University Women

- Research that matters to women and girls
- STEM initiatives
- Campus Initiatives such as Start Smart
- Public Policy
- Millions in Scholarships

Tech Trek by AAUW

$3.7 MILLION
HOW MUCH WE GIVE TO STUDENTS AND GRASSROOTS PROJECTS EVERY YEAR

12,000 WOMEN & GIRLS are empowered by the Community Action Grant programs we support
AAUW Tucson
Monthly speakers on important issues
Start Smart seminars
Fundraising to support scholarships
STEM & other initiatives

Take our survey!
- $25 gift certificate drawing
- https://forms.gle/qRofDRoZgszURagZ6
Now it is your turn! Good luck!

Open Q & A Nov. 4 – 2 PM PST