**How to Negotiate Salary After You Get a Job Offer**

Here are **7 do’s and don’ts** for how to negotiate salary that can help you tactfully and confidently ask for what you want. Most hiring managers will give you the opportunity to do some thinking about the offer and won’t expect an immediate answer.

**1. DO familiarize yourself with industry salary trends.**

This is something you should have already done with through the job search process. However, go into a negotiation fully informed, use this [**Salary Calculator**](https://www.roberthalf.com/salary-guide#calculator) to see adjusted figures for your geographic area. If you’re in the running for one of today’s hottest jobs, the employer may be having a tough time finding someone with the unique skills and right training/certifications, and that opens the door to negotiate for higher pay.

**2. DON’T fail to build your case**

Don’t just counter with a higher salary number. You’ll be more successful if you explain ***why*** you feel you deserve more. Highlight your strengths, detailing all the extras they would get from someone with your track record. Before the job interview, think of concrete examples of how your skills and experience will benefit your new company. Possessing certifications or specialized technical skills, for example, can enhance your ability to do the job, so don’t fail to hone in on these. By tying your strengths to the role you’ll be taking on, you’ll make a solid case for why you should be paid more.

**3. DON’T stretch the truth**

Professionals who know how to negotiate salary successfully understand that complete honesty is paramount. There’s no better way to see your offer withdrawn than having a hiring manager find out you invented a competing job offer or inflated your salaries from past jobs. Skip the bluffing and be honest about your expectations.

**4. DO factor in non-salary benefits**

Salary negotiations often include some give-and-take on [employee benefits](https://www.roberthalf.com/blog/salaries-and-skills/what-you-need-to-know-about-employee-benefits). It may be less costly for the employer to give ground on **extra vacation days**, **flexible hours** or a **telecommute schedule**. Consider what’s valuable to you and what would make an offer more attractive. If you’re considering multiple offers, remember to directly compare health insurance coverage, retirement savings plans and other benefits to make an informed decision. Also factor in perks that reach beyond compensation, such as advancement or **professional development opportunities** with the potential employer.

**5. DON’T wing it**

Once you’ve decided on a strategy, ask a friend or mentor to rehearse the conversation you’re likely to have with the hiring manager. The ideal partner is a business-savvy person who can coach you on projecting confidence and answering unexpected questions. Having run through your delivery several times can help you ensure of yourself during a salary negotiation.

A reasonable employer won’t withdraw an offer just because you tried to negotiate. But dragging out the salary negotiation can be frustrating. If the company can’t meet your requirements after a few discussions, respectfully withdraw.

**6. DON’T forget to get everything in writing**

Once you and the hiring manager settle on a compensation package, ask for documentation of your salary and any special arrangements (signing bonus or moving expenses) in writing, along with a job description and a list of responsibilities for your new role. Ensure the document is signed by both you and the employer.

**7. DON’T make it only about you**

Your future employer is not your adversary so, keeping your tone positive will help you more effectively navigate the discussions. While your goal is to earn what you’re worth, the manager most likely has limitations on what the company can offer. When negotiating salary and perks, make sure you are polite and tactful. If they can’t meet your demands, either accept the job or decline it gracefully.

**\*\* If you’d like to get a better starting salary offer, you have to ask for it. Job seekers too often accept the first number that's put on the table. When presented a job and a salary offer, tact and homework are the keys to your success.**