

# JOB OFFERS AND SALARY NEGOTIATION



*How to know your worth  
and negotiate like a boss!*



# a note about the wage gap...

"The pay gap is one of the most persistent — yet measurable and, therefore, solvable — indicators of systemic sexism and racism in the United States. While on average, women in the United States are paid 82 cents for every dollar paid to men, Black women earn just 62 cents on the dollar."

- TIME'S UP Foundation

# DO YOUR RESEARCH

*How do I figure out the going rate for a role that I'm applying to?*

Salary research can give you a better idea of just the right number to shoot for, and of what increases you can expect as you advance in your career. The best salary research websites will help you do your homework in any field.

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



# SALARY VARIABLES

*What goes into the expected salary (or market value) for a job?*

You should be researching salary for the types of roles you're applying to throughout the job search process. Here are some of the variables that go into the salary you may be offered.

- Location (cost of living + average commute)
- Title/Responsibilities
- Required Education
- Size of Employer
- Typical Workload
- Supply and Demand for Job Skills
- Required Experience



# SALARY PRO-TIP!

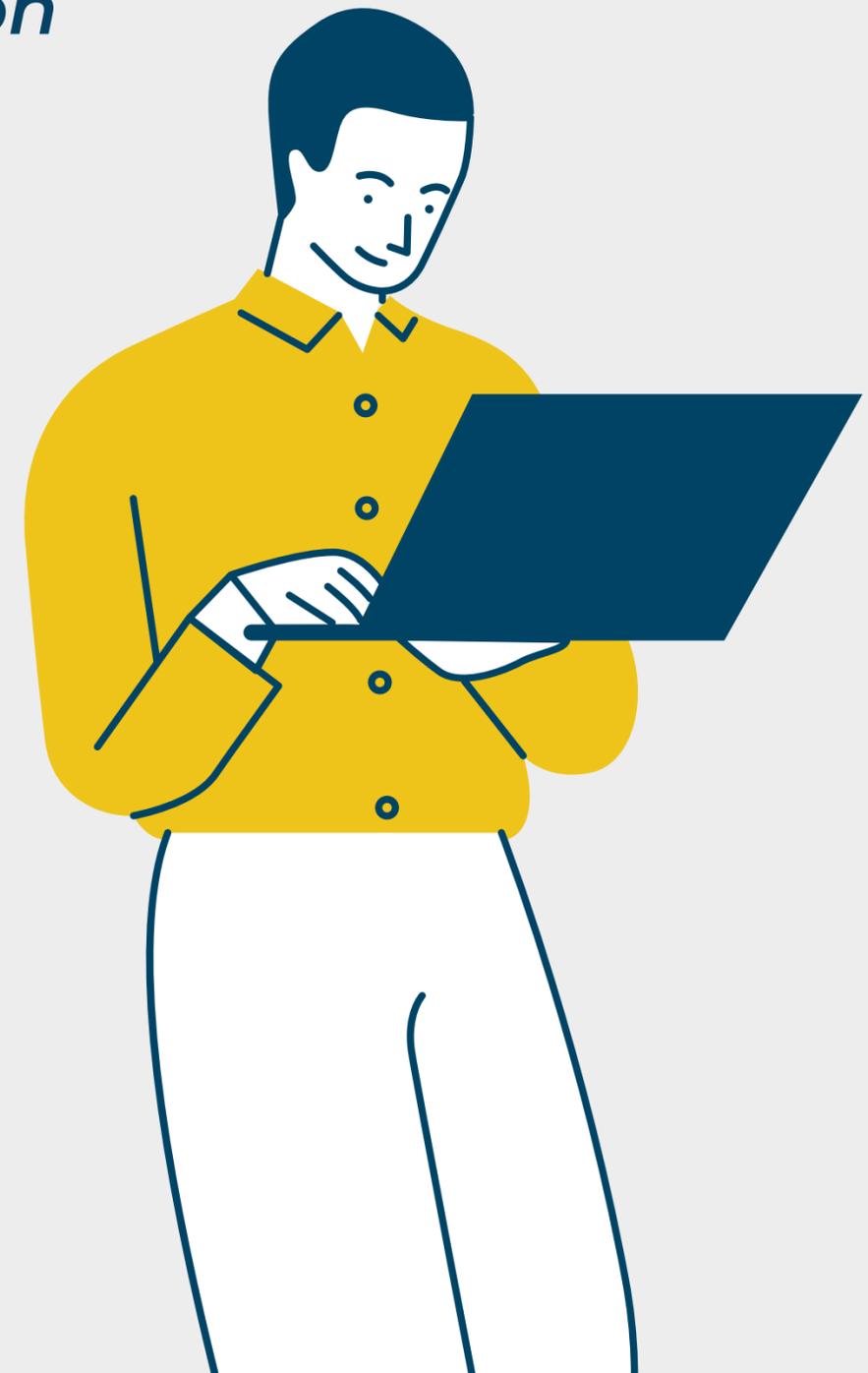
*If I'm asked what my desired salary is during the application process or during an interview, how do I answer?*

## **IN THE APPLICATION...**

The best way to answer desired salary or salary expectations on a job application is to leave the field blank or write 'Negotiable' rather than providing a number. If the application won't accept non-numerical text, then enter "999," or "000".

## **DURING THE INTERVIEW...**

Bounce the question back at the interviewer: "I was actually going to ask you this question. Is there an established salary range for this role?" If pushed, you can always say, "I'd like to learn more about the role before I feel comfortable giving a number."



# WHY DO I NEED TO DO PREPARE TO NEGOTIATE?



A survey by Salary.com revealed that only 37% of people always negotiate their salaries—while an astonishing 18% never do. Even worse, 44% of respondents claim to have never brought up the subject of a raise during their performance reviews.

The biggest reason for not asking for more?  
Fear.

# NEED MORE INCENTIVE TO NEGOTIATE?

A famous study done by Linda Babcock for her book *Women Don't Ask* revealed that only about 7% of women attempted to negotiate their first salary, while 57% of men did.

Of those people who negotiated, they were able to increase their salary by over 7%.



# BASICS OF SALARY NEGOTIATION

*OK, I got the offer and I know what I think I should be paid and why. Now what?*

You have the greatest negotiating power during that short window of time between being offered a job and formally agreeing to take it.

The next slide features a sample script!

## NEGOTIATING SALARIES AND JOB OFFERS



Negotiation is a normal—even expected—part of the hiring process. Working to get the best offer possible can have an impact on your career, affecting satisfaction with the current job as well as your future trajectory. Don't be shy. Negotiate!



### *Do your homework on salary*

Know your worth in objective terms. How much does someone in this position, in this industry, in this location, at your experience level, typically make? There are a wealth of resources online to get this information free of charge, including:

- [glassdoor.com](https://www.glassdoor.com)
- [linkedin.com/salary](https://www.linkedin.com/salary)
- [salary.com](https://www.salary.com)
- [payscale.com](https://www.payscale.com)



In addition to online tools, informational interviews are a great place to learn about the average salaries you can expect for specific positions at different types of employers.

### *There's more to compensation than salary*

Don't make the mistake of looking at an offer solely based on salary. There are many other aspects of compensation that are important to your career and quality of life. Such as:

- Bonuses—signing bonus, annual bonus
- Vacation/paid time off
- Medical/dental/vision coverage
- College tuition reimbursement
- Hours/workplace flexibility
- Training, certifications and professional association dues
- Mentoring/coaching programs
- Childcare
- Health and fitness
- Workplace amenities

# sample script:

*"I'm very excited about the position and know that I'd be the right fit for the team.*

*I'm also excited about your offer, and knowing that I'll bring a lot of value to the table based on my experience that we discussed during the interviews, I'm wondering if we can explore a slightly higher starting salary of \$60,000.*

*My market research showed that as the industry average for this area, and I'm confident that you'll be very happy with how much I can contribute to the team and department."*



# OTHER KINDS OF NEGOTIATION

*What can I negotiate for, besides my salary?*

Sometimes an employer will not have financial wiggle-room on their offer. This does NOT mean the negotiation is over. Here are just some other things you can negotiate for!

- Remote Work Flexibility
- Bonuses
- Paid Time-Off
- Training/Certification
- Cost of Commute Reimbursement
- Tuition Reimbursement



# CAREER LIBRARY



The DePaul Career Center recently created a library of 50+ handouts and 14 two-minute videos focused on every career readiness topic, ranging from resume basics to exploration to building your brand!

## INFORMATIONAL INTERVIEWS

Informational interviews are a low-pressure, highly productive way to learn about a field, get career advice, build your network and hone your interviewing skills. Reach out! It's easy and fun.

Informational interviews are an opportunity for you to talk with professionals about their career path, profession, organization and industry. These conversations can take place via phone or email, but it's much more fruitful when conducted in person.

Follow these simple steps to get started:

**Step 1**

### LOCATE THE PEOPLE YOU WANT TO MEET

Search for emerging, mid-career and established professionals in roles or organizations that interest you. Recent graduates that are emerging in their careers have first hand knowledge about existing pathways. Mid-level and advanced professionals have large networks and can share their views about how industries are changing.

- Definitely consider targeting DePaul alumni. They are often the most open to speaking with students and recent graduates of their alma mater.
- If you're still in school, DePaul faculty are an excellent place to start—ask your professors if they know of any contacts in your field of interest.
- DePaul's ASK (Alumni Sharing Knowledge) network and LinkedIn are excellent places to find professionals whose pathways align with your passions.
- Don't be afraid to be bold—is there a well-known person in your field of interest whose perspective would be helpful, interesting or inspiring? Reach out to them! You have nothing to lose and much to gain—the worst that could happen is you get a "no."

## GRADUATE SCHOOL 101

In many fields, earning a graduate degree or certificate is a benefit and competitive advantage. In some, it's necessary for advancement.

Getting accepted into your preferred program requires research, differentiation and extreme project management skills. Here are some tips:

*Selecting the right institution and program*

Chances are, you'll want to apply to multiple programs to maximize your options. Which are the right ones? There are a number of factors to consider.

- 1 Faculty** Your relationship with faculty will be a huge factor in the educational experience. Learn the names, departmental positions and academic credentials of the professor or professors you'd be working with.
- 2 Resources** Research can require significant out-of-pocket costs. Find out if there are resources available at the institution that can reduce these costs.
- 3 Community/Location** Take a look at the on-campus and off-campus communities. Is the on-campus culture—faculty access, social life, etc.—what you're looking for? Does the local area have the amenities you want and need? Is it in a city or a small college town? Does the program offer online courses? How would these factors contribute to your quality of life?
- 4 Cost/Funding** The tuition and fees will be an obvious consideration, but you should also take into account living expenses, which can vary widely by region. What sort of stipends and funding programs are available? What are the work requirements?
- 5 Career Outcomes** What are the career outcomes for program alumni and how does the program support students and alumni in professional development?

## PERSONAL IDENTITY AND YOUR BRAND

Your identity, whether based on your gender, sexual orientation, ethnicity, culture, faith, or another element of your background, is fundamental to who you are. Deciding when and/or how to integrate your identity into your brand and job search can be a meaningful part of navigating your professional life.

In the Career Center, we often work with students and alumni who ask about the risks and benefits of sharing personal details about their identities. Whether it's a recent alum who is non-binary, or a single mother who returned to school to complete her degree after spending years caring for her children, every individual has the power to shape a specific and compelling authentic professional identity that includes (or does not include) personal information.

While we understand that identities are intersecting and not binary, below are some general tips that we hope are helpful in navigating discussions around career development.

*Connect who you are to what you do.*

If your identity or background links to why you have selected a career path or professional interest, you can differentiate yourself from other applicants with a "why statement," which illustrates your personal commitment to that role or career. For example, in a cover letter, you might include a statement like this:

*"As a first generation college student navigating the opaque space of higher education without the insights of parents or a network of college-educated adults, I am passionate about providing support to under-resourced students, helping them succeed academically and thrive socially."*

*"I am particularly interested in this role because I recently returned to college to complete my degree in Health Sciences after providing care for my disabled sister for five years. This experience taught me the value of a holistic approach to caregiving, and I am eager to use these skills to enhance the patient experience at Good Samaritan."*

## DRESS FOR SUCCESS

You never get a second chance to make a first impression. That's why it's important to put careful thought into how you dress for job interviews and meetings with business contacts.

It's all part of your personal brand. It's the package you present—your qualifications, your preparation and, yes, your style—when you meet someone who can help advance your career. You know you're a person with great potential. Follow these simple guidelines to make sure you look the part!

### General Guidelines

Dress codes in the workplace have relaxed considerably in recent years, which can make it tougher, not easier, to decide what to wear. While it's definitely better to over-dress than under-dress, looking too formal for an interview can suggest that you're not a good fit for the culture. That said, here are some general guidelines:

- Clothes should be in good condition, fit correctly, and be clean and lint free
- Wear dress shoes that are comfortable and clean
- Hair should be well groomed
- Fragrance—a light touch is better
- Bring essentials only—a professional bag, briefcase or portfolio
- Cellphone off

### HOW TO RESEARCH EMPLOYER DRESS CODES

If you have an interview or it's your first day at work or at business functions, look for everyday-type images (not dressy corporate events) to get a sense of the culture. Be sure to look for staff in functions similar to yours, as some teams' dress codes vary.

- Check out their social media accounts. Many employers post images of employees at work or at business functions. Look for everyday-type images (not dressy corporate events) to get a sense of the culture. Be sure to look for staff in functions similar to yours, as some teams' dress codes vary.
- Call the hiring manager or HR department. You can ask explicit questions about an employer's dress code. Questions like: "How formal is the dress code?" or "Do most interviewees wear a suit?"

## WORKING REMOTELY: THE BASICS

Working from home is common now, and with the pandemic, it's even more so. The number of remote roles has increased by 173 percent since 2005, and most experts expect this trend to accelerate. This is the future of work.

Here are a few tips to help you ensure that working remotely is productive and successful:

- Set up your workspace for success. Whether it's a home office, a commercial co-working space, or a table in a coffee house, your workspace has a lot to do with your effectiveness. Make sure your space:
  - Is comfortable and ergonomically sound
  - Is quiet and able to accommodate phone conversations or video conferencing without distractions
  - Gives you room to move around—cramped quarters can increase fatigue!
- Get the right equipment. Make sure you have the right tools and technology to do your job well:
  - A computer with a camera.
  - A reliable internet connection—nothing is more disruptive to a video meeting than a connection that drops.
  - Remote-work software
  - LinkedIn Learning is an excellent source for technology tutorials and tips, including entire courses, to support remote-work success.

### SOFTWARE SUGGESTIONS

**Video conferencing/screen sharing:** Zoom, Skype, GoToMeeting, JoinMe or others

**Communication:** Slack or others

**Project Management:** Asana, Trello, Mondays

**Cloud Computing/team sharing:** Basecamp, Google Drive, Microsoft Teams, Box

Check it out here: [go.depaul.edu/careerlibrary](https://go.depaul.edu/careerlibrary)

# CAREER TOOLKIT



These 45 minute workshops offer tactical advice for every stage of your career journey! Anyone who RSVPs on [Handshake](#) will get a recording of the session with supplemental materials!

CAREER TOOLKIT: 

## JOB AND INTERNSHIP SEARCH 101



- Tuesday 10/20 6PM
- Wednesday 12/9 6PM

CAREER TOOLKIT: 

## NETWORKING IN THE AGE OF SOCIAL DISTANCING



- Thursday 10/29 12PM

CAREER TOOLKIT: 

## PROJECT MANAGING YOUR JOB SEARCH



- Wednesday 11/18 6PM

# SKILLS LABS

*THURSDAYS @ 4!*

Join us for our weekly 30 minute skills-based sessions. Anyone who RSVPs on Handshake will get a recording of the session with supplemental materials!

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*Intro to...*  
**SOCIAL MEDIA BASICS**



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*Introduction to*  
**REMOTE TECHNOLOGY TOOLS**



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**NAVIGATING KEYWORDS AND APPLICANT TRACKING SYSTEMS**



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**Thank You!**

