

## SALARY NEGOTIATIONS

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Salary negotiations begin way before the first interview. They begin with research and mental preparation. Follow these critical preparation steps:

### 1. ATTITUDE

Be positive, confident and curious. You should enter the interview process with an attitude of exploring whether there is a good match between what you have to offer and what the organization is looking for. Be curious about this as a possible fit, which of course means being aware of your own skills and aptitudes and the organization's needs.

Do whatever it takes to have this kind of mindset, no matter how desperate you need work. Create a support network, see a hypnotherapist, do mental imagery, use positive self-talk. And most importantly, separate your own fears and concerns from those things you can actually influence. Don't waste your energy on things you can't control.

#### THINGS I'M CONCERNED ABOUT

*The job market is terrible  
They'll try to get me for slave wages  
I resent being in this position*

#### THINGS I CAN INFLUENCE

*My attitude  
Being prepared  
Increasing my skills*

### 2. YOUR OFFER

Be clear about the unique skills and qualities you can offer.

Translate your skills and experiences into results and benefits.

Instead of just talking about your experience, "I have written technical manuals", say "The technical manuals I've written are clear and simple and have resulted in fewer customer questions and complaints. I'm able to quickly simplify the most complex technical language so that anyone can understand the directions".

### 3. INTERVIEWING SKILLS

Prepare and practice!

Have, at the ready, clear and concise answers to:

- "Tell me about yourself."
- "What salary range are you looking for?"
- "Do you have any questions?"