

GUIDELINES FOR SALARY QUESTIONS

- Do not mention money or benefits until the interviewer brings it up, or until an offer has been made.
- Give the amount as a range. For example, say \$50,000 to \$60,000 rather than saying \$53,500. A range gives room for negotiation.
- You can come up with a realistic salary range by researching practice area, office size and location. One resource for information is the Career Services Office.
- Sometimes an employer will bring up salary early in an interview. If you are not ready to discuss this question simply say:
 - “Before I can give you an answer to the salary questions, I would like to know more about the position.”
- The best time to discuss salary is after you have the job offer, when you are in a much better bargaining position.
- Remember, there are many benefits to a job besides salary, such as:
 - opportunities for advancement and training;
 - fringe benefits;
 - good working conditions;
 - good hours
- If possible, wait until you find out about the benefits and are offered the job before you answer questions about salary.
- If an employer asks you about the minimum salary you will accept, don’t give a figure you think will be either too high or too low.
 - If you are too high, they’ll think that you won’t take the job at a lower salary and might offer it to someone else.
 - If you are too low, you might get the job at a much lower salary than you could have gotten. This little mistake could cost you thousands of dollars!
- Here are some ways you can answer the question about minimum salary:
 - “I’m really interested in long-term growth and advancement. Right now, I’m willing to consider whatever your firm pays people with my skills.”
 - “I don’t have a particular amount in mind. I’m interested in a career with your firm, not just a job.”