



INSPIRE

your journey, empower your future!

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This interactive workshop provided tips and resources to help participants feel more confident and comfortable engaging in negotiations regarding salary and benefits.

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| I | Investigate | <p>Job descriptions, salary ranges, industry specific data, and niche standards</p> <p>https://www.onetonline.org/ - job, salary, and outlook info</p> <p>https://www.bls.gov/ooh/ - job salary and outlook info</p> <p>https://salary.com/ - employer reported</p> <p>https://www.glassdoor.com/Salaries/index.htm - employee reported</p> <p>https://www.higheredjobs.com/ - niche site</p> <p>https://www.linkedin.com/ - career paths/networking contacts</p> <p>Public Service Organizations - https://illinoiscomptroller.gov/financial-reports-data/data-sets-portals/salary-database</p> <p>Facebook/Social Media groups – potential colleagues</p> <p>Professional associations – potential colleagues https://jobstars.com/professional-associations-organizations/?srsltid=AfmBOoopKy9lDpcb55Ar2Rdu1JmTwehCDcZ6G3205QE4hwUdZIO5JWk9</p> |
| N | Navigate | <p>Budget, Target salary range and benefits, Future needs</p> <p>AAUW recommends using these 6 steps to know your target salary and benefits:</p> <ul style="list-style-type: none"> • One, research and identify a comparable job title • Two, find the salary range and establish your target salary • Three, identify your target salary range • Four, create a realistic budget • Five, determine your resistance or “walk-away” point • Six, determine the value of your benefits |
| S | Strategize | <p>Develop a plan for presenting your case</p> <ul style="list-style-type: none"> • Consider timing and utilize personal knowledge • Deflect until after getting a written offer • Schedule at high points for you and them • It’s ok to have notes • Anticipate the employer’s reaction |
| P | Present | <p>Highlight your skills and career contributions</p> <p>Communicate impact and quantities whenever possible</p> |
| I | Innovate | <p>Frame your request to include creative solutions</p> <p>Showcase the benefit to them for providing what you want</p> |
| R | Reassess | <p>Be flexible and evaluate counteroffers</p> <p>Consider what else could make your life better</p> |
| E | Establish | <p>Secure an agreement that meets your professional and financial needs</p> <p>Get it in writing (formal document or email)</p> |

Additional resources/self-guided trainings:

- **Career Spots** - <https://www.uis.edu/career/student-employment/career-toolbox#careerspots>
 - Click on the Job Search section, then the Interview – AFTER & Salary Negotiation section
- **LinkedIn Learning** – Access through your UIS Account at <https://www.uis.edu/its/services-uis/demand-training>
 - On July 1, 2025 there 20+ trainings and videos about salary negotiation