



INSPIRE

your journey, empower your future!

Facilitated by Katherine (Kathyy) Battee-Freeman & Curtis Sanders
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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.

I	Investigate	Job descriptions, salary ranges, industry specific data, and niche standards https://www.onetonline.org/ - job, salary, and outlook info https://www.bls.gov/ooh/ - job salary and outlook info https://salary.com/ - employer reported https://www.glassdoor.com/Salaries/index.htm - employee reported https://www.higheredjobs.com/ - niche site https://www.linkedin.com/ - career paths/networking contacts Public Service Organizations - https://illinoiscomptroller.gov/financial-reports-data/data-sets-portals/salary-database Facebook/Social Media groups – potential colleagues Professional associations – potential colleagues https://jobstars.com/professional-associations-organizations/?srsltid=AfmBOoopKy9lDpcb55Ar2Rdu1JmTwehCDcZ6G3205QE4hwUdZIO5JWk9
N	Navigate	Budget, Target salary range and benefits, Future needs AAUW recommends using these 6 steps to know your target salary and benefits: • 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	Develop a plan for presenting your case • 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	Highlight your skills and career contributions Communicate impact and quantities whenever possible
I	Innovate	Frame your request to include creative solutions Showcase the benefit to them for providing what you want
R	Reassess	Be flexible and evaluate counteroffers Consider what else could make your life better
E	Establish	Secure an agreement that meets your professional and financial needs Get it in writing (formal document or email)

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