

# Negotiating terms and conditions

When negotiating a salary deal, you are trying to persuade your future employer to give you the best deal possible, so you must be as polite and diplomatic as possible. You should use tentative language and formal English.

- 7 a** In pairs, discuss the following questions.
- 1 Is it common in your country to negotiate salary and conditions of employment?
  - 2 What advice would you give someone entering into salary negotiations?
- b** ▶ 6.9 Listen to two job seekers, Andy and Nick, negotiating a pay deal with their future employers. Who negotiates a better deal?
- c** ▶ 6.10 Listen to two recruitment experts, Grace and Oliver, discussing Andy and Nick's negotiation strategies. What advice do they give? Do you agree with them?

- d** ▶ 6.9 Complete the conversation using one word in each gap. Listen again and check your answers.

**Employer:** What sort of salary are you looking for, Nick?

**Nick 1:** Well, I know you are a well-established company with a reputation for looking after your people well, so I (1) \_\_\_\_\_ you will be offering employment at the market rate.

**Employer:** Yes, that's very true, but we have to start somewhere, so tell me, what are you expecting?

**Nick 2:** Perhaps you could tell me what the range is for this position, as I (2) \_\_\_\_\_ be tempted to overprice myself if I give a figure.

**Employer:** Well, the range for this post is between \$42,000 and \$44,000.

**Nick 3:** I see. Given that I have five years' full-time experience in this field, and have an MA, how far up the range (3) \_\_\_\_\_ you be able to offer someone like myself?

**Employer:** We were thinking in the region of \$43,000.

**Nick 4:** ... mmm ...

**Employer:** But in your case, considering your specific previous employment experience we could offer \$43,000 plus a \$2,000 starting bonus.

**Nick 5:** Thank you. (4) \_\_\_\_\_ you tell me how often pay is reviewed here?

**Employer:** Normally once a year. The next pay review is due in October.

**Nick 6:** (5) \_\_\_\_\_ I be entitled to a pay review at this point – subject, of course, to my satisfactory performance in the position?

**Employer:** Yes, that's reasonable.

- e** Match Nick's responses (1–6) in Exercise 7d to the negotiation techniques (a–f).

- a Remind the employer of your key skills and relevant experience. 3
- b Establish the employer's range for the position. \_\_\_\_
- c Avoid being the first person to state a salary figure. \_\_\_\_
- d Before you accept an offer establish if and when your salary will be reviewed in future. \_\_\_\_
- e Don't automatically accept the first offer that is made. \_\_\_\_
- f Before you accept an offer clarify your queries about the terms and conditions. \_\_\_\_

- f** Nick uses formal language to negotiate a better salary. Complete the formal versions of the sentences in bold by rearranging the words in brackets.

- 1 **How much can you pay me?**

Could you tell me what (position / the / is / range / this / for) \_\_\_\_\_ ?

How much would you be able to offer someone (my / experience / of / level / with) \_\_\_\_\_ ?

- 2 **As I've got a lot of experience, will you pay me more?**

Taking my experience into account, (higher / consider / a / would / amount / you) \_\_\_\_\_ ?

- 3 **I think I can get more money doing the same job elsewhere.**

I've done some research into equivalent jobs within the sector, and feel that your (below / current / market / position / this / for / is / offer / the / rate) \_\_\_\_\_ .

**g** In pairs, practise your negotiation skills in a game.

Student A, you are the employer. Try and get the candidate to agree to the lowest starting salary with minimal additional benefits. Use the role cards on page 96.

Student B, you are the candidate. Use language and techniques from this section to achieve the best possible terms and conditions of service. Use the role cards on page 104.

Before you start, decide on the company and the job. Swap roles and play the game again.

#### Rules

- The employer earns points by managing to keep the starting salary as low as possible and by not agreeing to too many additional benefits (although remember that you do want to employ this applicant).
- The applicant earns points by achieving as high a starting salary as possible and by gaining additional benefits.
- The employer and applicant do not know how many points the other person can earn from each negotiation issue. The person with the most points at the end of the negotiation is the winner.