



your new job.

make it happen toolkit



# in a nutshell.

Discover how to start your dream job with success, including:

- advice on how to effectively negotiate your salary
- making your mark as the newest addition to the business



# package negotiation.

Discussing money is a crucial conversation you'll have with your employer. A major reason for changing jobs is the salary. Therefore, learning how to maximise your gain is essential.

## negotiate only from a position of power

The best time to discuss pay and work conditions is after you've received a job offer, but before you accept it. You have more power if you're the only candidate remaining, so it is recommended that you avoid addressing these needs in your resume, cover letter or first interview.

Further strengthen your power by investigating your market value and professional worth. Become familiar with the average salary for your role by doing research and asking your peers or career coach.

## negotiate only with decision makers

Negotiate with your manager rather than the personnel recruiter. Try not to be the first to bring up salary. If you're asked about your expected salary, try to find out what your employer is offering. Otherwise, they might accept your offer, which could be lower than what they were prepared to pay. If you're pressed to make the first offer, start high. Rather than state a specific salary, it's generally better to give a salary range.

## work to what they can afford, not what you need

In large firms and for junior positions, there are usually set bands for salary, though it can be more negotiable at higher levels. If you know that the company has just reported record profits, feel confident asking for the higher end of your market value.

Remember to consider other benefits as part of your package. This can include:

- opportunities for promotion
- training courses
- employee benefits (company car, gym membership, wellness programs etc.)
- travel opportunities
- performance bonuses
- access to share purchase plans
- access to salary sacrifice programs



## finalising the offer

If you feel uncertain, never accept or reject an offer on the spot. Ask for at least 24 hours to consider it, as once you've given your decision there will be little opportunity to continue negotiations. At the same time, it is best practice to avoid delaying your response beyond 48 hours.

An example of an appropriate response may be:

"I am very interested in the position and want to make sure I can make a full commitment once I accept the offer. I will need a couple of days to make a decision. I will call you on \_\_\_\_\_ to let you know."

## the do's & don'ts

### do

- research what your peers are receiving
- justify your salary by valuing your qualifications and achievements
- try to get the company to make the first offer
- provide a salary range when asked
- think about benefits as part of your package

### don't

- bring up salary too early
- over/undervalue your worth
- negotiate over the phone
- be too quick to accept an offer



# tips for starting your new job.



Starting your first job can be both exciting and nerve-racking. You'll be spending this time getting to know the ropes, putting names to new faces and setting yourself up for success.

## be positive

Having a can-do attitude is the most important thing to keep in mind at work. Being a problem-solver and letting your enthusiasm drive everything you do is not only beneficial for the company, but for your long-term career.

## relax

It's natural to be nervous in the first few days or weeks of your new job, but don't let anxiety get the better of you. Remaining calm and relaxed when everyone else is stressed is one of your best assets in the workplace.

## dress for success

Remember that first impressions last forever. Dressing with confidence and professionalism is simply another way for you to express your passion for work.

## be confident

Don't hesitate to share your ideas and believe in your ability to succeed in your new role.

## ask questions

Speaking up and asking questions demonstrates that you're engaged and willing to learn. Use good communication to your advantage at every opportunity and check-in with your boss on a regular basis.

## be an 'ideas person'

From day one, show that you bring something new to the table. Ask yourself if there's a way you can improve every project you touch and enhance the company or its products.

## challenge yourself

Once you're more familiar with your new workplace, think of ways you can push yourself by expanding your role, learning new skills or undertaking tasks outside your comfort zone.

# your next career step.

If you're looking for your dream job, the Make It Happen Toolkit has everything you need to make your next move an unforgettable one.

From crafting your resume through to tackling the toughest interview, these tried-and-tested tips will empower you to move into your next role with ease.

Make sure you explore each section in this five part series, which you can download at our website.

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