

Career Fest
Why is Talking About Money So Hard?
April 14, 2008

Suggested readings or sites to browse:

<http://www.usnews.com/features/business/best-careers/best-careers-2008.html>

<http://www.quintcareers.com> – Quintessential Careers Website

<http://www.liscareer.com/> --The Library & Information Science Professional's Career Development Center

<http://www.lisjobs.com/> --Jobs for Librarians and Information Professionals

<http://www.bls.gov/oco/> --Occupational Outlook Handbook

<http://www.occupationalinfo.org/onet/31502a.html> --Librarians-ONET Job Description, Occupational Information Network

<http://www.labormarketinfo.edd.ca.gov/> -- California Labor Market Info

<http://www.salary.com> –Salary.com Job salaries

<http://www.salaryexpert.com> –Salary Expert

<http://www.employmentspot.com/features/bestcities.htm> --The Best Cities to Live and Work in

<http://jobsearch.about.com/od/jobsbystate/a/bestcities.htm> --Best Place to Live and Work

<http://www.vault.com> –Vault Most Trusted Name in Career Information

Workshop on Salary Negotiation from UIUC's Dean Leigh Estabrook. In RealAudio format:
http://waterfall.lis.uiuc.edu/dl/classes/auditorium/estabrookdec05_05_1.ram

Black, Cathie. *Basic Black: The Essential Guide for Getting Ahead at Work (and in Life)*. Random House Audio, 2007.

Brodow, Ed. *Negotiation boot camp [sound recording] : [how to resolve conflict, satisfy customers, and make better deals]* Random House Audio, 2006.

Dalby, Alyson. Negotiating Salary Packages. http://www.liscareer.com/dalby_negotiation.htm (accessed 4/13/08).

Dority, G. Kim. *Rethinking Information Work: A Career Guide for Librarians and Other Information Professionals*. Westport, Conn: Libraries Unlimited (2006).

Fisher, Roger, William Ury, Bruce Patton. *Getting to Yes: Negotiating Agreement Without Giving In*. (2nd ed.) Penguin Books, 1991.

Kolb, Deborah M. and Anne C. Schaffner. "Negotiating What You're Worth." *Library Journal*, October 15, 2001: 52-53.

Shontz, Priscilla K. *Jump Start Your Career in Library and Information Science*. Scarecrow Press, 2002.

Ury, William. *Getting Past No: Negotiating Your Way From Confrontation to Cooperation*. (Revised edition) New York: Bantam Books, 1993.

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IN SUMMARY: Follow these basic tips:

<http://www.quintcareers.com/salary-dos-donts.html>

- **Do** make sure you've done your research on the salary you should expect for the position you're seeking. And **do** use sources such as salary.com and others.
- **Don't** bring up salary before the employer does. And **do** delay salary negotiation for as long as possible (until you know exactly what the position entails).
- **Do** be aware of your strengths and achievements. And **do** be sure to demonstrate the value you'll bring to the employer.
- **Do** let the employer make the first salary offer. And **do**, if asked, say you expect a salary that is competitive with the market -- or give a salary range that you find acceptable.
- **Don't** inflate your current earnings just to get a higher salary offer.
- **Don't** feel obligated to accept the first salary offer. And **do** negotiate salary if the offer made is inadequate.
- **Do** thank the employer for the offer when it is made, but **don't** try to negotiate right after the offer is made. **Do** take the time to consider all factors before making any job offer decisions.
- **Don't** get overly aggressive in negotiating the salary you want.
- **Don't** just focus on salary. **Do** look at the entire compensation package.
- **Do** try to obtain other concessions (shorter review time, better title, better workspace) or benefits (bonuses, vacation time) if you aren't successful at negotiating a salary you want.
- **Don't** enter salary negotiations as part of an ego trip or part of a game.
- **Don't** accept the first acceptable salary offer you receive if you're not sure about the job or the company.
- **Do** get the offer in writing.