



# Negotiating Tips for Admin Pros

**Quanetta R. Batts, MBA**  
Program Director for Outreach & Engagement  
President, OSU Administrative Professionals Group

June 13, 2019





# Overview

- When & Why We Negotiate
- Why Don't We Negotiate
- Just DO It!
- Do Your Homework
- Get Creative
- Specific Examples
- Final Thoughts





# When & Why We Negotiate

- Special Events
  - Catering
  - Room Rental Fees
  - Entertainment
- Speaker Fees and Terms of Agreement
- Starting Pay or Pay Raise
- Save Money/Get a Fair Price
- Avoid Overpaying
- Host Impactful Events & Programs
- Earn a Fair Salary
- Tight Budgets
- Be Responsible with University Funds





# Why Don't We Negotiate

Difficult  
Conversation

Unintended  
Consequences

Grateful for the  
Opportunity

Fear of  
Rejection

Fear of Failure

It's Not My  
Money

Too Hard

Takes too  
Much Time

I Don't Know  
How





# Just DO It

- Don't be afraid to ask for what you want
- Share your budget (sometimes)
- Develop a good working relationship with vendors/locations/speakers that you might use often
  - Be fair and easy to work with
- Don't take it personally if they say no
- Be honest and share as much information as possible



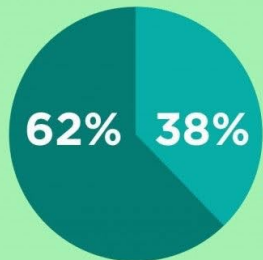


**HEY RECENT GRADS!**

## SURVEY FINDS IT'S #WORTHASKING FOR A HIGHER SALARY.



How common is salary negotiation for new grads?



■ New grads are NOT negotiating  
■ New grads are negotiating



**34%**  
of women negotiate



**44%**  
of men negotiate

**90%** of employers have never retracted an offer because an entry-level candidate tried to negotiate.

**74%**

of employers have room to

**INCREASE**

their first offer by **5-10%** during negotiations.

**80%**

of students and grads who **NEGOTIATE** are at least partially successful.

### Success Rates for Non-Salary Benefits



Source: <https://www.nerdwallet.com/blog/loans/student-loans/negotiating-salary-study/>



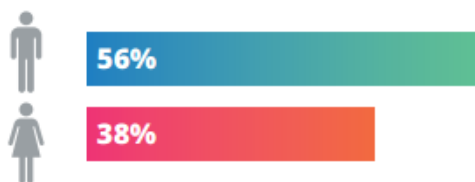


# Negotiating Your Salary Works - So Do It

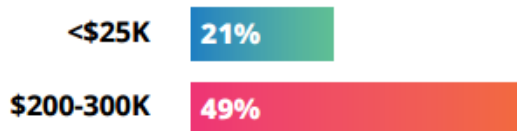
**Only 29% of job seekers negotiated their salary at their current or most recent job — 48% still don't feel comfortable doing it at all.**

Almost half (**48%**) of job seekers received an initial salary offer on par with what they expected from their current or most recent job.

Men are significantly more comfortable negotiating salary than women:



Workers who make more are more likely to negotiate:



## How well does it work?

**84%** of job seekers negotiated salaries for higher pay.



And for a fifth of them, that was **11-20%** higher.

Source: <https://www.cnbc.com/2017/05/24/only-half-of-job-seekers-negotiate-but-those-who-do-usually-succeed.html>





# Do Your Homework

- Have comparison quotes
- Research other similar situations if possible
  - Has the speaker been at OSU before?
  - Has another OSU department used the vendor for similar goods/services?
- Use online sites for salary comparisons
  - Check similar positions in the city, state and industry that you work in

<https://www.salary.com>

<https://www.payscale.com>

<https://apps.hr.osu.edu/salaries/>







# Get Creative

- Do you have more than one event coming up?
  - Use the same location, caterer and/or band for both
- Suggest specific food options for a catered event
- If your employer won't budge on salary, negotiate time off, flex time or working remotely
- Get more for your money
  - If a speaker won't budge on their fee, include a book signing or VIP reception in the contract
- Schedule your event around the speaker's schedule
  - Ex: Host your event in June, when the speaker will already be in Ohio
- Make an offer
  - Ex: Allow the band to sell CDs or allow the caterer to put out business cards





# Examples & Role Playing

Scenario A

Scenario B

Scenario C





# Final Thoughts

- Just do it
- Negotiation works
- Practice with a colleague or friend
- If they say no, or you don't get what you want, no big deal!
- Try again next time
- Practice makes perfect





**QUESTIONS?**

