

IELTS READING TEST SET 4 TASK 3 GT – Negotiating a better salary package for your new job



IELTS READING Negotiating a better salary package for your new job Reading Practice Test has 10 Questions belongs to the Business / Employment subject..

Negotiating a better salary package for your new job

If you make it through the recruitment interview, a job offer may be just around the corner and you face having to talk about the nitty-gritty: your financial value. Although many graduate training schemes have set starting salaries,

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Questions 9-14

Complete the sentences below.

Choose **ONE WORD ONLY** from the text for each answer.

Type your answers in boxes **15-20** on your answer sheet.

When negotiating a salary, potential employees should take advantage of the company's view of them as a useful **15**

When negotiating a salary it is important to be aware of the company's particular **16**

Some people use the **17** to monitor salaries offered for similar positions.

People who belong to a **18** can ask for recommendations on what is the norm for payment in their field.

Some people try to arrange for a **19** of their salary to be carried out after an initial period.

It is important to be willing to accept a **20** if the negotiations are getting nowhere.

there are loads of other jobs where you'll need to exercise your negotiating skills. If you're offered a job, it's because the organisation sees you as a valuable asset and you should try to set your level of remuneration accordingly.

There are no general rules about how and when to conduct your negotiation but being sensitive to the culture of the organisation is essential. There are also some practical steps you can take to position yourself sensibly. Familiarise yourself with the company itself, as well as the range of salaries on offer. Doing careful research in this way prior to starting negotiations is very valuable. You can look at the range of packages offered for comparable jobs in adverts on the internet, or ask for advice from people you know professionally or personally. You could also approach a local Training and Enterprise Council. Finally, if you're a member of a union, they will have information on acceptable salary ranges for your profession.

If the salary offered is less than you'd hoped for, you could negotiate an early pay review instead, say after the first six months. Ensure that the criteria are clearly set out though, and that they're included in your contract.

Make sure you check out the salary package, not just the number of zeroes on your payslip. You may find that the total package of pay and benefits raises the worth of the salary to an acceptable level. For instance, you may be offered private health cover, a non-contributory pension, a car to use for work purposes and/or significant bonuses. When bonuses are mentioned, you may want to discuss the basis on which they're paid, so that you're absolutely clear about the terms and conditions attached. When negotiating, be persuasive and consistent in your arguments but be prepared to agree to a compromise if you really want the job.

If your negotiations are successful, ask for the agreed terms and conditions to be confirmed in writing ASAP.

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