

# Salaries and Wages

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When you are researching salaries and wages it is *extremely important* that you:

1. Use more than one source when searching for information.
2. Define the search area: State the city/area you are researching salaries and wage information (*for example*, Toronto wages are different from Hamilton wages).
3. Focus your search on your industry of interest (*for example*, corporate salaries are different from not-for-profit salaries).

It is strongly recommended that you research the average salaries and wages PRIOR TO COMMENCING YOUR JOB SEARCH!

This will allow you to confidently answer the question, "*What is your salary expectation?*", which may be asked, at any point, within your job search process.

## On-Line Resources

### CANADAVISA.COM and Working In Canada

[http://www.workingincanada.gc.ca/content\\_pieces-eng.do?lang=eng&cid=1](http://www.workingincanada.gc.ca/content_pieces-eng.do?lang=eng&cid=1)  
<http://www.canadavisa.com/canadian-salary-survey.html>

- To create a salary report: Enter the job category, region of Canada and a job title.
- Each and every occupation and salary range is accompanied by the National Occupation Classifications code (NOC).
- You are able to search for salary ranges across all regions of Canada.

### PayScale

[www.payscale.com](http://www.payscale.com)

- PayScale will search matching job profiles. Free summary report will be generated.
- When you enter the job title, country, state, city and experience it will ask you for 3 skills and certificates.
- *Note:* When you click to the left on the *job opportunities screen* it will show you a list of job openings in your area.
- *Note:* If you click on *Anonymous Profiles* you can see career details for people with a profile similar to yours.
- *Note:* Click GigZig to get a glimpse of a future career path for you.

### Salary Wizard Canada

[http://swz.salary.com/CanadaSalaryWizard/LayoutScripts/Cswzl\\_NewSearch.aspx](http://swz.salary.com/CanadaSalaryWizard/LayoutScripts/Cswzl_NewSearch.aspx)

- The report is presented, as a graph, showing the base salary to 75%ile. At the bottom of the graph it will compare the base salary to the national average.
- To create a salary report you will need to enter your job category, postal code and province and select the job title.

### Sheridan Institute of Technology & Advanced Learning

<http://careercentre.sheridaninstitute.ca> Traf-D103 Davis-B219 · Traf ①2533 Davis ①5328  
 Career Counselling · Educational Planning · Tutoring · Job Postings Employment Consulting · Career Events



## Negotiating a Salary in a Job Interview

In today's labour market, often employers ask job seekers to state their salary expectations. If you have done your research, you will not see this as an issue when applying for jobs.

**Preparation is the key to being successful in stating salary expectations and negotiating a wage.** It is expected that prior to the interview process, you will have done your research on salaries and wages (follow the suggested strategies to research salaries stated on the reverse side of this document).

However, it is strongly recommended that as a part of your job search you **continue to research** the salary information you uncovered on-line.

You can continue to conduct your research through your networking contacts. An excellent question to ask a networking contact is:

“What in your experience/opinion would be a fair starting salary for a (position) in the (state the industry) in the (geographic area)?”.

The more information you secure that confirms your on-line research the more confident you will be when entering into the salary negotiation process.

### Tips for Negotiating a Salary:

#### Strategy:

- When providing an expected salary, either in writing or verbally, **state a range** instead of a number—this may provide you the opportunity to negotiate a specific number when it's time to discuss a salary.
- It's advisable to give a range in the area of \$8,000 - this will appear more reasonable than if you gave a \$10,000 range.

#### Strategy:

- When asked to submit your salary expectations you may want to consider stating it in terms of “low to mid \$\_\_\_\_\_” or “mid to high \$\_\_\_\_\_”.
- This tactic can create the opportunity to discuss specific numbers when it's time to negotiate the salary.
- If for example you had stated \$40,000 to \$45,000, employer may try to get you for as close to \$40,000 as possible
- However, if you had stated “low \$40,000's” a situation may be created in which the employer may start the negotiating process at \$41,000 or \$42,000”!!

#### Strategy:

- If the employer makes you an offer you are not comfortable with, or you want to see if there is the opportunity to negotiate for a high salary and/or benefits, a suggested response when they have made their offer is: **“Is that negotiable?”** The employer's response will tell you if they have made a firm offer or if there is room to negotiate.

#### Strategy:

- If the employer states that they are offering you the job, but money and/or benefits have not ever been discussed during the job interview process, it is suggested your response to the offer could be:
  1. clearly reiterate your interest in the position but state you would first like to clarify a few items before providing them with an answer
  2. politely state that you would like to discuss salary/benefits.

### The Employment Contract

Employment Contract Instructions and Sample  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/forms/annex2-e.pdf](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/forms/annex2-e.pdf)

FREE Legal Information to Canadians, <http://www.legalline.ca/>, <http://www.legaltree.ca/node/112>

Multilingual legal rights support hotline, the information is available on the web at [www.yourrightsyourlanguage.ca](http://www.yourrightsyourlanguage.ca) and through Findhelp at 1-866-667-5366.

Free paralegal advice, <http://www.paralegalreferralservice.ca/>