

A background image showing a group of people's hands stacked together on a wooden table, symbolizing teamwork. The image is partially covered by a yellow and blue geometric overlay.

NEW BUSINESS ENGLISH 5

Lesson 8

Confirming Salary and Benefits



LEARNING GOALS

- ◆ Talking About Salary Issues
- ◆ Inquiring Some Common Benefits



What would you say?

Scenario: You are in the middle of a job interview. The HR manager is asking the following interview question.



**What is your
expected salary?**

Situational Dialogue


- ▶ Dawn Brooke is asking Robert about his salary expectations.

Dawn Brooke



Robert Phillips






So, what is your expected salary?


Well, my salary range is flexible.
I would, of course, like to be compensated
fairly for my years of experience,
sufficient knowledge, and skills.





Well, here in our company, media buyers have an annual salary of \$70,000, including performance-based bonuses. This is negotiable.





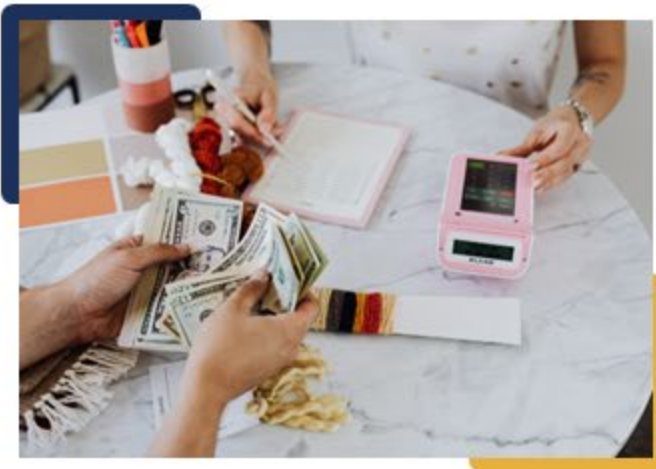
I see. How about company benefits?
What benefits would I be eligible to receive?

Our company covers the employees' health insurance, and dental insurance. We also provide sick leave, paid vacations, pension plans, and other specialized benefits.



Key Vocabulary

Learn the new words and answer the questions.



compensate

(v.) to pay someone for services performed, or in recognition of loss or injury

e.g. Most companies usually **compensate** their employees twice a month.



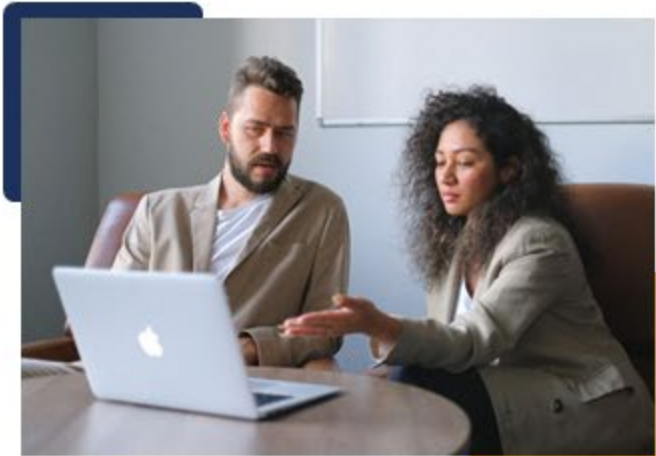
bonus

(n.) amount of money added to salaries as a reward especially for good performance

e.g. She is happy to hear that she is going to receive a **bonus** from her boss.

Key Vocabulary

Learn the new words and answer the questions.



benefit

(n.) non-wage compensation provided to employees by a company in addition to their normal salaries

e.g. The most common health insurance **benefit** is the Preferred Provider Organization Plan.



insurance

(n.) a protection against certain accidents that is provided by a company in return for fee payment

e.g. Retirement **insurance** is one of the benefits a company should have.

Dialogue Review

Have a role play and answer the questions.



Dawn Brooke is asking Robert about his salary expectations.

Dawn: So, what is your expected salary?

Robert: Well, my salary range is flexible. I would, of course, like to be **compensated** fairly for my years of experience, sufficient knowledge, and skills.

Dawn: Well, here in our company, media buyers have an annual salary of \$70,000, including performance-based **bonuses**. This is negotiable.

Robert: I see. How about company **benefits**?
What benefits would I be eligible to receive?

Dawn: Our company covers the employees' health **insurance**, and dental insurance. We also provide paid sick leave, paid vacations, pension plans, and other specialized benefits.



Dawn Brooke is asking Robert about his salary expectations.

Dawn: So, what is your expected salary?



1. Talking About Salary Issues

Robert: Well, **my salary range is flexible. I would, of course, like to be compensated fairly for my years of experience, sufficient knowledge, and skills.**

Dawn: Well, here in our company, media buyers have an annual salary of \$70,000, including performance-based bonuses. This is negotiable.

Robert: I see. **How about company benefits? What benefits would I be eligible to receive?**



2. Inquiring Some Common Benefits

Dawn: Our company covers the employees' health **insurance** and dental insurance. We also provide paid sick leave, paid vacations, pension plans, and other specialized benefits.

Learning Goals

Learn how to respond to questions about salary expectations.

∴ Talking About Salary Issues

What is your salary expectation?

- Employers may ask this question to get a sense of whether or not they can afford your help.
- They might also ask you this to see how much you value yourself and your work.

Tips for Giving the Best Answers

- Say you're flexible.
- Highlight your skills.
- Research and talk about the typical earnings of someone in the industry.



What would be your answer if you were asked about your salary expectations?

Learning Goals

Learn some of the best answers when asked about salary expectations.



What is your salary expectation?

Answer

“My salary range is flexible. I would, of course, like to be compensated fairly for my decade of experience and award-winning sales record. However, I’m open to discussing specific numbers once we’ve discussed the details of the position.”

Why It Works

This response works well for the candidate because it mentions that the applicant is well qualified for the job, but is also flexible regarding salary requirements.

Learning Goals

Learn some of the best answers when asked about salary expectations.



What is your salary expectation?

Answer

“My salary requirements are flexible, but **I do have significant experience in the field that I believe adds value to my candidacy.** I look forward to discussing in more detail what my responsibilities at this company would be. From there, we can determine a fair salary for the position.”

Why It Works

Asking for more information before committing to a salary range is a good way to avoid mentioning compensation before the hiring manager does. You could follow up with a question about what the company anticipates offering the candidate who is hired.



Learning Goals

Learn some of the best answers when asked about salary expectations.



What is your salary expectation?

Answer

"I'd like to learn more about the specific duties required of this position, which I look forward to in this interview. However, **I do understand that positions similar to this one pay in the range of \$... to \$... in our region. With my experience, skills, and certifications, I would expect to receive something in the range of \$... to \$...**"

Why It Works

With this response, the applicant lets the employer know that he or she is aware of what similar positions pay. The answer also mentions a range, which provides more room for negotiation than stating a set salary requirement.



What would be your answer if you were asked about your salary expectations?

Learning Goals

Learn some common questions related to benefits.

∴ Inquiring Some Common Benefits

Health Insurance

- Does the company offer health insurance?
- Will it cover members of my family as well?
- What kind of coverage is there for dental, vision and disability insurance?

Paid Time Off

- How many vacation and sick days do employees receive?
- When I leave, am I paid for vacation or sick days that I've earned but not taken?

Life Insurance

- Does the company pay for life insurance coverage?
- Do you offer reduced premiums for employees?
- Is the policy portable? May I keep it if I leave this job?

Pension Plan

- What type of pension plan does the company offer?
- Is there an employer match in which the company contributes some percentage of my contribution?



How would you ask about benefits offered in the company you are applying for?

Semi-open Dialogue

Have a role play.

Scenario: The interviewer is asking about your expected salary for the job position that you are applying for. Talk about your salary expectation and ask about some common benefits afterward.



∴ You can refer to the following key expressions:

- My salary range is flexible...
- I would, of course, like to be compensated fairly for my...
- Positions similar to this one pay in the range of \$... to \$... in our region.
With this, I would expect to receive something in the range of...
- What benefits does your company offer?

Coffee Break

Learn more tips to effectively answer questions about salary expectations.

∴ What Is Your Expected Salary?



4 Ways to Approach This Interview Question

- ✓ Get a sense of salary expectations
- ✓ Justify your range
- ✓ Share any competing offers
- ✓ Keep it to the end of the interview



4 Common Mistakes to Avoid

- ✗ Give a fixed amount
- ✗ Sell yourself short
- ✗ Overprice yourself
- ✗ Disclose current salary



What other ways can you think of when answering the salary expectations question?

Overview

Keywords and expressions:

compensate/ bonuses/ benefits/ insurance

My salary range is flexible...

I would, of course, like to be compensated fairly for my ...

Positions similar to this one pay in the range of \$... to \$... in our region.

With this, I would expect to receive something in the range of ...

What benefits does your company offer?

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