

# Helpful Negotiating Phrases

## **Responses to the question, "What are your salary expectations?" when the question is asked before an offer is made:**

- I'm sure when the time comes; we will be able to work out a fair compensation package. For now, if you don't mind, I prefer to focus on whether we really have a match here.
- To be honest with you, I feel uncomfortable discussing money right now because I don't want to box myself in or screen myself out prematurely. First, I'd like to know more about the position and its' responsibilities.
- I imagine that the company has already established a salary range for the position. What is this range?
- Can you tell me what range you've budgeted for the position? Can you tell me how you arrived at that number? (Listen to needs, priorities!)
- It would be easier for me to discuss my salary needs if I understood more about the job and how my qualifications might fit in. Could we discuss the position more in detail?
- I can tell you how much I was earning but until I know more about the responsibilities of this particular job, I can't really tell you how much I'm looking for here. (Separate past earnings from future income; useful when looking for higher earnings)
- Last year my position was worth.....(go broader than salary, e.g., bonuses, increases).
- Based on my understanding of the market value for the position, I would expect my compensation to be in the of \_\_\_\_\_.
- Why do you feel my offer won't work for you? (Your offer denied. Listen and respond to their concerns.)
- Focusing on numbers is not always helpful; could we look at the responsibilities a little more closely? (indicate flexibility, desire to learn more; later revisit compensation when your negotiating position is stronger).

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