

# SALARY NEGOTIATION

## PREPARATION

Answering these questions will prepare you for salary negotiation

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1. What is the “market value” - the current salary range - for this position?

Sources for this information include:

- Web sites (wetfeet.com, quintcareers.com, salary.com)
- Government salary surveys (iseek.org- Find a Job- Find Salary Information)
- Trade/professional organizations
  - members
  - salary surveys
- Your network of informational interview contacts
- Employment agencies
- Competitors
- Want ads

2. What is the employer’s salary range?

3. What do I consider to be a satisfactory offer?

4. What will be my opening request? (5-10% above expected figure)

5. What credentials, skills and accomplishments justify my requested salary? (These should be stated in terms of specifics: examples of work, past results in quantifiable terms, etc.)

6. What objections might the employer have to my request?

7. How will I respond to these objections?

8. What other non-salary items do I have to negotiate with (benefits, perks)?

9. What combination of salary and benefits is the minimum I will accept?

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## NEGOTIATING PREPARATION WORKSHEET

1. Market value/competitive salary for this position is: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

2. My opening request will be: \$ \_\_\_\_\_

3. My bottom line acceptable salary is: \$ \_\_\_\_\_

4. Non-salary negotiable items include:

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Satisfactory salary/benefits package would be:

\$ \_\_\_\_\_ + \_\_\_\_\_  
\_\_\_\_\_

Write out your opening statement \_\_\_\_\_

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Prepare your justification (use specific examples to support)

1. \_\_\_\_\_

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3. \_\_\_\_\_

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