

# SALARY NEGOTIATION PREP: *A Quick Worksheet*

## How does the offer stack up?

- Average starting salary for the position: \_\_\_\_\_
- Current offer (benefits and salary):
- Factors that might influence employer budget:

## What are your needs?

- Cost of living: \_\_\_\_\_
- Relocation package:
- Additional expenses:

## What is your leverage?

- Major accomplishments in your most recent position:
- Industry-specific value props:
  - Value #1: \_\_\_\_\_
  - Value #2: \_\_\_\_\_
  - Value #3: \_\_\_\_\_
- Other offers you have received (benefits and salary):

## What are you willing to compromise?

- Alternative solutions—benefits you'd like to get:

Benefit #1: \_\_\_\_\_

Benefit #2: \_\_\_\_\_

Benefit #3: \_\_\_\_\_

- Desire to work for this employer (circle):

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

Don't want to

No preference

Would love to

## How will you present your case?

- Basis for request:
- What to wear:
- Your script (what to say and backup plan):