



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?

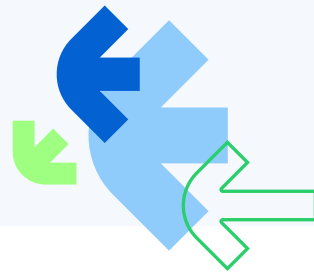
- Cost of living:
- Relocation package:
- Additional expenses:

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):



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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):

