CAREER

Set your negotiation goal

Prepare before an offer arrives.

SALARY NEGOTIATION PREPARATION WORKBOOK

NAME THE DECISION

Negotiation is a conversation about the full role, not a test of personal worth. Write down what you need to understand and what would make an offer workable before you feel time pressure.

- ☐ Role, level, location, and start-date expectations: ____
- ☐ Questions about scope, schedule, or reporting line: ____
- ☐ My preferred outcome and my realistic alternatives: ____

EXAMPLE

Jordan writes: ·I need to understand the weekly onsite expectation and the salary range before deciding. My preference is a role that uses my customer-operations experience.·

PUT IT INTO PRACTICE

What information is missing from my picture of this job?

What will I avoid promising until it is confirmed in writing?

This workbook provides general career education, not legal, financial, tax, or employment advice. Pay practices and rights vary by location and employer. Review an offer carefully and use official local resources or a qualified professional for questions about contracts, taxes, benefits, or workplace rights.

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Gather honest evidence

Use facts you can explain.

SALARY NEGOTIATION PREPARATION WORKBOOK

CREATE A VALUE INVENTORY

List relevant outcomes, responsibilities, skills, and training from your work. Focus on evidence connected to the role rather than trying to prove you did everything alone.

- ☐ Result or improvement I helped create: ____
- ☐ Relevant responsibility and context: ____
- ☐ Tool, knowledge, or relationship I can discuss: ____

EXAMPLE

·Coordinated a shared intake queue for three teams, documented missing details, and helped reduce repeat follow-up messages.·

PUT IT INTO PRACTICE

Which example is both accurate and relevant?

What was my specific contribution in that example?

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Research the context

Compare like with like.

SALARY NEGOTIATION PREPARATION WORKBOOK

BUILD A QUESTION LIST

Use current job postings, employer materials, reputable salary information, and conversations about the field as context·not as guarantees. Note differences in location, seniority, duties, and total compensation.

- ☐ Sources and dates checked: ____
- ☐ Comparable title, location, and level: ____
- ☐ Questions for the recruiter or hiring manager: ____

EXAMPLE

A public range for a senior role is not a direct comparison for an entry-level role. Sam records it as background and asks how this employer defines the level.

PUT IT INTO PRACTICE

What makes a comparison genuinely comparable?

Which source needs a date or context note?

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Choose your priorities

Think beyond one number.

SALARY NEGOTIATION PREPARATION WORKBOOK

MAP THE WHOLE OFFER

Salary is one part of an employment offer. Identify which details matter most to you and which questions belong with the employer, benefits team, or a qualified adviser.

- ☐ Compensation question: ____
- ☐ Schedule, location, or flexibility question: ____
- ☐ Learning, title, resources, or review-timing question: ____

EXAMPLE

Priya prioritizes a clear job level and a predictable schedule. She asks about both rather than assuming a higher salary would answer every concern.

PUT IT INTO PRACTICE

Which two elements affect my day-to-day work most?

What trade-off would I need time to consider?

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Make a clear request

Be direct, brief, and respectful.

SALARY NEGOTIATION PREPARATION WORKBOOK

USE A SIMPLE STRUCTURE

Express appreciation, state your interest, connect your request to relevant evidence or market context, and ask a specific question. Leave room for the employer to respond rather than filling silence.

- ☐ Appreciation: ____
- ☐ Relevant evidence or context: ____
- ☐ Specific request or question: ____

EXAMPLE

·Thank you for the offer. I am excited about the operations work. Based on the scope and my experience coordinating intake systems, is there flexibility to discuss the base salary or level?·

PUT IT INTO PRACTICE

Can I say this without overstating my experience?

What exact answer am I asking for?

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Handle the conversation

Listen, clarify, and take notes.

SALARY NEGOTIATION PREPARATION WORKBOOK

RESPOND WITHOUT RUSHING

Ask for clarification when a term is unfamiliar. If you need time to review, request it politely and confirm the next step. Avoid treating an informal comment as a final commitment.

- ☐ Offer detail I heard: ____
- ☐ Clarifying question: ____
- ☐ Follow-up date and contact: ____

EXAMPLE

When told the range is fixed, Elena says, ·Thank you for explaining. May I ask whether the starting level, review timeline, or other offer details are still open for discussion?·

PUT IT INTO PRACTICE

What did I hear versus what did I assume?

When will I send a concise written recap?

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Decide and document

Close the loop professionally.

SALARY NEGOTIATION PREPARATION WORKBOOK

REVIEW THE WRITTEN TERMS

Compare the written offer with your notes, priorities, and questions. Confirm material details through the employer's documented process. If you decline, keep the message appreciative and simple.

- ☐ Written details I have confirmed: ____
- ☐ Open question and owner: ____
- ☐ Decision date and next action: ____

EXAMPLE

·Thank you for answering my questions. I have decided to accept the Operations Coordinator offer as described in the written letter, and I look forward to the next steps.·

PUT IT INTO PRACTICE

Does the written information answer my key questions?

What record should I save for my own files?