



## ASK FOR MORE, GET MORE! THE ART OF SALARY NEGOTIATION

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### Salary Negotiation Worksheet

To help you prepare for your negotiation, take a few minutes and answer the questions below.

**1. Are you negotiating a salary for a new job or promotion at a current company?**

**2. How will you start the conversation? See below for ideas.**

**3. Write down three value statements about yourself** (accomplishments, experiences, and awards work well) that you will use during the negotiation exercise. Be strategic and make sure that these points really demonstrate your value as you negotiate for the job.

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**4. Write down two benefits that would make this offer especially compelling to you.**

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**5. What is your target salary? \$ \_\_\_\_\_ Your bolstering range? \$ \_\_\_\_\_ to \_\_\_\_\_**

### Negotiation Sentence Starters (For Negotiator)

"Thank you for meeting to discuss the details of your offer."

"According to my research, a fair salary range for people doing this job in this area is from \$ \_\_\_\_\_ to \$ \_\_\_\_\_."

"Given your previous experience doing \_\_\_\_\_, I believe \$ \_\_\_\_\_ is a fair salary range for this position."

## **Countering Responses (For Negotiator)**

**Once the employer proposes a starting salary, you can counteroffer in a few ways:**

"Do you have any flexibility on that number?"

"Thank you for the offer. Based on my research with comparable roles in this area, I was thinking of some thing in the range of [your bolstering **range**]."

"Based on my prior experience and familiarity with this role, I believe that an additional \$\_\_\_\_\_ would be fair."

## **Possible Employer Responses (For Employer)**

"If I gave you this salary, you'd be the highest-paid employee in this position in our company."

"I'll never be able to sell this to the boss."

"The best I can offer is \$ \_\_\_\_\_ plus benefits."

"I don't have the budget for this high a salary."

"Whoa! That's way more than I have budgeted!"

**(For Negotiator) Okay, so you can try again...either by seeing if you can "meet in the middle" somehow OR negotiate for other benefits.**

## **Benefits You Can Negotiate For (For Negotiator)**

Remember that benefits are worth a lot of money; that's why they're considered part of your compensation. Consider the following benefits when you're negotiating.

- Accidental death insurance: This is especially important for dangerous jobs.
- Bonus: You can request additional pay as a reward for strong performance. (Specify a time)
- Business travel insurance: If you travel a lot for the job, it's wise to have this extra coverage.
- Dental insurance: This is not included in most medical plans. It's gaining in popularity and is often cheaper through employers than you could get on your own.
- Dependent care: Some employers offer a plan for employees to deduct pre-tax income for care of dependents. Others subsidize childcare (or even offer it on-site).
- Disability insurance: There are actually two kinds of disability insurance: short term (up to six months) and long term (beyond six months). You should really take advantage of this insurance. Sometimes, short-term disability insurance is how employers offer paid parental leave.
- Employee-assistance programs: Some employers offer free or low-cost counseling for employees dealing with situations such as substance abuse or family problems.
- Flexibility in hours and in office time: Many organizations are open to employees setting their own schedules and having flexibility in on-site time in the office. This is usually highly dependent on the type of work and

office culture.

- Health and wellness: Some organizations get a group discount to health clubs and country clubs for their employees.
- Home office equipment: If you arrange to work at home for part of your position, you can negotiate for the company to purchase certain equipment or pay for a specific service.
- Life insurance: This is something we often don't like to think about, but many organizations provide basic term coverage, which you can supplement to provide more protection for your family.
- Overtime, travel premiums, and comp time: Many organizations offer some compensation for employees who work past normal hours—whether at the office or while traveling on business.
- Paid holidays: Most organizations are closed for business on certain holidays and pay their employees for the day off (such as Thanksgiving, New Year's, or Labor Day).
- Parking and commuting reimbursement: Not many companies offer these perks, but some companies do provide benefits related to commuting.
- Pension plans: Employers contribute to plans that accumulate over time but may also require you to be employed for several years to be fully vested.
- Professional development: To improve in your field, you may want to attend specific conferences, trainings, or continuing education courses. Some organizations pay for these opportunities.
- Profit sharing: If you are working for a growing organization, profit-sharing programs can offer you great year-end bonuses based on the success of the organization or your division.
- Retirement plans: Employers sometimes offer a 401(k) or 403(b) retirement account. Often, the employer will match part of your contribution.
- Salary progression: What kind of increases can be expected in the first three to five years? What is the average range of raises? Are there performance-based raises and bonuses?
- Sick or personal days: Most organizations give employees a certain number of paid sick or personal days per year. Sometimes they're lumped in with vacation time as "paid time off."
- Stock options or employee stock-ownership plans: These plans allow employees to purchase company stock options at below-market prices.
- Title: During negotiation you can suggest a change to align your title with your current responsibilities and your long-term career goals.
- Travel assignments: If jet-setting appeals to you, you can negotiate to have a specific number of travel opportunities to fulfill your work duties.
- Tuition reimbursement: Organizations that want to encourage their employees to gain further education and training offer partial or complete tuition reimbursement.
- Vacation days: Most organizations have a system based on level in the organization and tenure. Entry-level workers often start with a week or two of paid vacation.
- Vision insurance: Eye exams, glasses or contact lenses, and other eye-related issues are not covered by most medical plans, so some employers offer a separate plan.