

Negotiations Prep Checklist

organize your thoughts ♦ practice your phrasing ♦ boost your confidence
before you make the ask

I need to...	✓
1. Research the average salary range for the role	
2. Decide what my salary range is	
3. Choose an initial number to throw out if they insist	
4. Practice my phrasing for possible scenarios	
5. Know what I'm willing to walk away from	
6. Convince myself I'm worth what I'm asking for	

3 things to consider for each item above

Research the average salary range for the role

- Use tools like [GlassDoor.com](https://www.glassdoor.com) to learn about what people are being paid for a specific title and in a particular city.
- Ask around. Knowledge is power. The more you know about what people in comparable roles are making, the more confidence you'll have in knowing what's realistic and what's possible.
- Consider the size and scale of the company. These factors may impact pay as a company working on a national scale may offer more than one that does local work. However, nothing is set.

Decide what your salary range is

- Based on your research in #1 above, isolate a \$10-15k range for yourself.
- The bottom of your range should not be lower than the lowest number you've discovered in your research. It should also be greater than what you are currently earning. Finally, it should be an amount that you would not be sad about earning.
- The top of your range should be within reason of what you've discovered in your research. A simple way to identify your high, is by adding \$10-15k to whatever you've chosen for your low.

Choose a number to offer in case the hiring manager insists that you share one

- It's best not to throw out the first number. This is about not showing your cards. However, if you must disclose a number because the hiring manager is requiring your salary requirement, be prepared with one.
- This number should be your high.
- When you share it, make sure you say that you are willing to negotiate so that in case they cannot pay you that amount, they know you should still be in the running. You will not knock yourself out of the running by giving a reasonable, yet high number.

Practice your phrasing for possible scenarios

- Whether you're sharing your number first or second, it's important to frame your ask intentionally. Try saying, "My skillset is valued at \$<top of your range>." If you fear that you will turn them off if your \$x is too high, you could add, "...but I'm open to negotiating as I'm very excited about this role." However, do so cautiously as you're basically telling them that you're willing to make less than that.
- Another tactic is to use a method that career coach [Ashley Stahl](#) suggests by saying, "I'm being considered for jobs with salaries in the \$x-y range." This makes it seem like others have valued you at that range.
- If they offer you an amount—no matter if it is lower than your low, higher than your high or just in the middle, do not accept it right away. Respond by inquiring, "Is there room to negotiate?" If there is, make the case for the value you would be bringing the company.

Know what you're going to walk away from

- When you're deciding on your salary range, you should also decide on your limit. The bottom of your range is not your limit—remember the bottom of your range is something you wouldn't be sad about making. Your limit should be a number below the low of your range—it shouldn't be a number that you desire but one that you would take, if nothing else is available.
- Do not share your bottom limit with during the negotiations. For all the hiring manager knows, the bottom of your range is your limit.
- If the hiring manager cannot give you an amount within your range and offers you a number around your limit, you need to decide if the sacrifice in earning is worth it. Could you get another, better offer before your savings or sanity runs out? How would accepting this poorly paying position derail your long-term earning goals?

Convince yourself that you're worth what you're asking for

- Your salary is based on the value you will contribute to the company, not what you need to or want to be earning.
- Define a few specific assets that you would be bringing to the company and share those as rationale for why you're deserving of what you're seeking.
- Do some soul searching and isolate the reason(s) asking for the top of your range makes you uncomfortable. Talk it through with someone you trust who believes in you more than you believe in yourself.

