

# Negotiating an Awesome Salary

The following worksheet is designed to walk you through the process of gathering the information necessary for you to be able to negotiate an awesome salary for yourself. I encourage you to fill out the entire worksheet and avoid skipping over questions because they seem too difficult. When negotiating, information is power; don't hamstring yourself by being underprepared.

A few reminders...

## **Beware the power of the anchor**

When numbers are tossed out in a negotiation they can serve as anchors — indicators of what's reasonable or possible in the negotiation. But not all anchors are accurate. You need to do the research to determine if the anchors in your negotiation make sense. Even if they do seem reasonable, don't let them limit your creativity when negotiating.

## **Every special snowflake is still a snowflake**

Every company wants to be special, but there are certain industry standards that apply regardless of the company. You can learn a lot by understanding the industry, community, and client base the company is a part of and serves. The cultural expectations of the industry, community, and client base will influence compensation.

## **Practice being uncomfortable**

Chances are negotiating your salary won't be the most comfortable thing you'll ever do. So practice being uncomfortable. Practice being silent when asked a question. Practice asserting yourself even when you don't feel 100% confident. Practice your offer. Over and over and over again.

## **If you're giving them a discount, let them know**

If you aren't asking for the top of your salary range for some reason, let them know why. Let them know that you're adjusting what you're asking for because of their bonus structure or because you really appreciate their vacation policy. If you're discounting yourself and you don't tell them why, you run the risk of their thinking that what you're asking for is what you think you're worth.

Most importantly, **you can do this.** You can negotiate a good salary that you'll be proud of.

**Rock on,  
Katie**

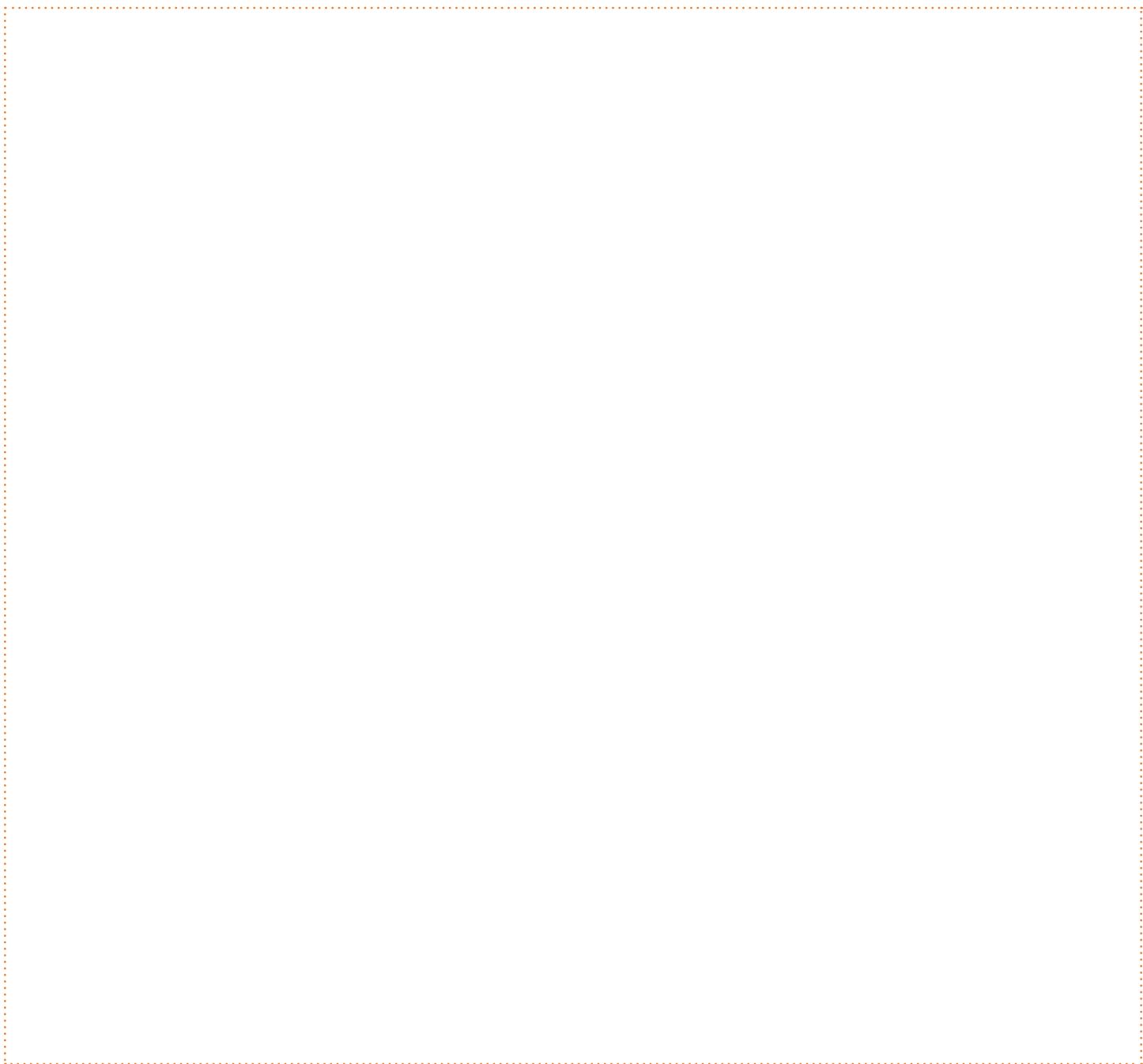
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## **Step One: Know What You Want**

A salary is just a number. It doesn't mean anything on its own. You need to understand what's most important to you about work before you can negotiate an awesome salary.

What are your top ten must-have, non-salary related qualities in a satisfying job? Write them in order of preference below.

A large, empty rectangular area with a dotted orange border, intended for the user to write their responses to the questions above.

**Now imagine your “perfect” job doesn’t have one of these qualities.**

How much more, per day, would you need to get paid to be OK with not having each of the qualities you’ve identified?

For instance, if it’s important to you that you have three weeks of vacation and the employer you’re considering only offers two, how much more, per day, would you want to be paid for not getting that third week? Multiply that number by 250 and put the result in parentheses next to the quality. That’s how much more, annually, you’ll want to make sure you’re paid if the job doesn’t offer that benefit. Do this for each of the ten qualities you’ve listed.

How will you judge your salary? Is it purely a practical matter of needing to pay the bills or is it important to you that you’re paid more than other people? Write out the four or five most important ways you’ll judge any salary you’re offered.

## **Step Two: Know What Makes Them Special**

Based on your research, what’s the average salary for the job you’re considering where you live?

Do you know what the salary range is for the job with this particular employer?

Who do you know that's connected to this employer? How about the employer's peers?

Read through the employer's website, the job posting and any other related material from the employer. What words are used most often? What values appear to be important to them?

Based on what you've learned about the employer what do you think they most need from this position? What are their goals for the company and the position?

How will you help them achieve these goals?

**To the best of your ability, gather information regarding the following:**

What is the company's budget cycle?

When do they make decisions about compensation?

What is their bonus structure and when are bonuses issued?

## **Step Three: Make Your Offer**

Who is responsible for approving your salary?

Is this different from the person you'll have to negotiate with?

Based on your research, what's the minimum you'd need from this employer?

Based on your research, what do you think the top of your salary range is?

What's your offer?