



Salary Negotiations Worksheet

Name:

Icebreaker: What scares you about negotiations?

The Five Steps of Negotiations

- 1) Understanding your value
- 2) Researching the possible
- 3) Preparing your strategy
- 4) Finding sisterhood
- 5) Practice! Practice! Practice!

Step #1: Understanding your Value

Ask yourself: what work products have you completed that spotlight the value and positive impact you've created for your team?

Consider: which of your accomplishments (awards, recognitions, certificates), skills, and work experiences are relevant to the position or promotion?

Reflect on compliments you've received at work—particularly from your boss

Write down as many accomplishments, skills, compliments and relevant work experiences you can:

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Your value statement:

Develop your personal elevator pitch: knowing your value is also the first step in writing an elevator pitch. A good elevator pitch summarizes your accomplishments, skills, and work experiences in a brief persuasive speech. Try writing one for yourself, and keep these three rules in mind:

- It should be 30 seconds or less
- Clearly state how you benefit the role or potential employer
- End on a distinct ask.

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Step #2: Researching the Possible

Salary Search

Salary.com: is the most popular salary-specific job site, Salary.com lists every position in a field with free salary info. Their collection of data includes cost-of-living calculators, comparison tools, and lists of benefits, as well as negotiation tips.

Glassdoor: is known for its extensive company reviews and employee feedback. A salary search provides data for specific jobs at specific companies, rather than a general estimation.

PayScale: is a good resource for new grads, PayScale offers a free salary report based on experience, education, and other factors. Students should check out its College Salary Report for the lowdown on what various majors can expect to earn (and some negotiation tips).

Indeed: the well-known job site aggregator has a salary search tool. Indeed lets you use keywords to search, in addition to job titles. Since Indeed users can access over 50 million job postings from unique sources, there's a ton of salary data here.

Bureau of Labor Statistics: the most recent Occupational Outlook handbook from the BLS (available online or in print) provides salary data for thousands of jobs, searchable by field.

Informational meeting questions

1. What does a workday look like for you?
2. How much did you earn when you started and what do you earn now?
3. Do you know what your colleagues in similar roles are being paid?
4. What does a typical workday look like for you?
5. Are there additional responsibilities I could take on to increase my value in the eyes of employers?

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Who has the information you need?

Who are the "power brokers" in your organization, the ones who really make things happen?

Who has access to information about how well your organization is doing financially?

Which of your coworkers has been with the organization the longest?

Who always seems to be up on the recent gossip?

Whom does your boss go to for advice?

Which group of people routinely goes out together after work?

How are decisions made?

What are your organization's hiring policies?

When are decisions made about raises? When is the best time to provide input to the decision maker?

Who decides how work is allocated? Does the same person assign projects, set schedules, and determine responsibilities, or are these functions split up?

How does your organization collect information regarding performance?

Are promotions made according to a strict schedule?

Who make decisions about eligibility for special benefits such as extra training, tuition reimbursement, or flextime arrangements?

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Step #3: Preparing your strategy

What you can live with

What you would love to get

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Step #4: Finding Sisterhood

Write down the names and contact information of 5 women that believe in you

- 1.
- 2.
- 3.
- 4.
- 5.

What do you want them to remind you of during your negotiation process?

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Step #5: Practice! Practice! Practice!

Negotiation Sentence Starters

"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 \$_____."

"We share common goals, such as _____."

"Given my previous experience doing _____, I believe this is a fair salary range for this position."

"It sounds like you and I are on the same page about what I can contribute to this company."

Taking your time:

"I could really use a bottle of water—can I get you one?"

"I'm feeling a little rushed. I want to make a good decision here. Can we take a minute to review where we are at?"

"Let's back up. Would you clarify what you mean?"

Ask open-ended questions:

"What are your thoughts about what I've just said?"

"How do you see the situation?"

Taking a Break

"Can we talk again tomorrow when I've had some time to consider what you've said?"

"It doesn't seem like you have time to discuss this, when would be a better time on your schedule to resume this conversation?"

"Let's both take some time to think about this and reconnect next week"

"I'm not sure about the right course of action here. Can you give me a day or two to collect my thought?"

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Access to Resources

ONLINE TRAINING:

American Association of University Women (AAUW) Work Smart <https://salary.aauw.org/>

BOOKS:

Ask for It: How Women Can Use the Power of Negotiation to Get What they Really Want, by Linda Babcock and Sara Laschever (worksheets adapted from this book)

Knowing your worth, Get your worth: Salary Negotiation for Women, by Olivia Jaras

Negotiating at Work: Turn Small Wins into Big Gains, by Deborah M. Kolb and Jessica L. Porter

ARTICLES:

['Negotiate Like a White Man': How This Latina Doubled Her Salary in 2 Years, and You Can Too](#)

[Latinas Talk Equal Pay and Negotiating for More](#)

[Counteracting Negotiation Biases Like Race and Gender in the Workplace](#)

[A Woman's Guide to Negotiating - Guides - The New York Times \(nytimes.com\)](#)

WEBSITES:

[#WeAllGrow Latina](#)

<http://www.careercontessa.com/advice/equalpayme-know-your-worth/>

[Latinas aren't paid fairly—and that's just the tip of the iceberg \(leanin.org\)](#)

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