

Salary Negotiation Guide

Version 2.0

Recruit. Develop. Elevate.

Helping You Negotiate with Confidence

Know Your Value

Your salary should reflect:

Experience

Education

Leadership

Technical Skills

Certifications

Market Demand

Location

Remember: salary is only one part of the overall compensation package.

Research Before Negotiating

Before discussing compensation:

- ☐ Research the market
- ☐ Review the job responsibilities
- ☐ Consider benefits and bonuses
- ☐ Know your target range
- ☐ Decide on your minimum acceptable salary

Responding to "What Are Your Salary Expectations?"

Instead of giving a single number immediately, try:

"Based on the responsibilities of the position and my experience, I'm seeking a salary in the range of \$75,000 to \$82,000. However, I'm also interested in learning more about the overall compensation package and growth opportunities."

This gives you flexibility while demonstrating that you've done your homework.

Negotiation Tips

- ✓ Be confident
 - ✓ Be respectful
 - ✓ Focus on your value
 - ✓ Use examples of your accomplishments
 - ✓ Listen carefully
 - ✓ Don't negotiate against yourself
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Beyond Salary

Consider:

- Health insurance
- Retirement contributions
- Paid time off
- Professional development
- Tuition reimbursement
- Flexible schedules
- Remote work options

- Bonuses
- Advancement opportunities

Sometimes the complete package matters more than the base salary alone.

Salary Negotiation Checklist

- ☐ Salary research completed
- ☐ Accomplishments documented
- ☐ Salary range identified
- ☐ Questions prepared
- ☐ Total compensation reviewed
- ☐ Follow-up plan ready

Negotiation is not about "winning."

It's about finding an agreement that recognizes your value while supporting a successful long-term partnership with your employer. Approach every conversation with confidence, professionalism, and respect.

Disclaimer

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