

What areas in the package have you seen negotiated?

What is the range the position is budgeted for?

What flexibility do you have to budge on that number?

What do you suggest we do so we both are more excited about moving forward?

OPEN-ENDED QUESTIONS TO ASK

MY DESIRED OUTCOME



**My target includes:**  
Salary: \$X(enter figure here) doing work I enjoy in (enter industry and level of position here) at a positive place with (enter non-negotiables ex: some travel but NO relocating)

POWER STATEMENTS

I expect to be compensated at the going rate of similar situated employees.

It's not about me, it's about the job. I have something closer to \$X in mind.

This opportunity would stay at the top of my list of options if we could settle on \$X.

This number reflects the importance and expectations of the position for (name of business) and my qualifications as they relate to this particular position."

WORDS TO AVOID

\*Current Salary Details

Sorry

Try

Want

"Instead of disclosing information that may not work in your favor such as current salary or desired top number, offer this: "I would prefer to focus on the value I can add to this company rather than what I'm paid at my current job. I don't have a specific number in mind for a desired salary and you may know better than I do what value my skillset and experience could bring to your company. I know for sure that my next career move will be an exciting step forward for me in terms of both responsibility and compensation."

BOLD MOVES

I definitely understand budgeting issues and I want to be as flexible as possible to work with your team. I would like to explore whether \$X is possible given the market value of my specific experience and results my references confirm I bring to the bottom line.

As I suggested during our last conversation, I was hoping the salary would be higher. I am speaking with a couple of other companies. If you're able to move the pay to [insert your number], I'd be eager to accept.

I need to give the other companies I'm talking to the courtesy of telling them I have an offer. I would do the same for you. So I understand clearly in my notes, are you 100% sure that your company is not able to come closer to \$X?

# Salary Negotiation Mind Map

Practice firmly saying out loud open-ended questions, power statements and the bold moves in this mind map.

Role playing with a Career Coach will also help you feel more comfortable and confident guiding a salary negotiation conversation towards your desired outcome.



After you make a counter offer, **STOP TALKING**. Resist your nervous energy to further explain. Use the power of intentional, respectful silence.