



## Negotiating Your Salary Checklist

To negotiate your new salary from a position of strength, preparation is crucial. You must have clear and realistic expectations of what your skills and experience are worth and be prepared to ask your potential employer for what you want.

Use the checklist below to help negotiate your new salary with confidence.

### Know Your Worth

Research the following questions to find out what your role is worth before you begin negotiating your salary.

- What does the Michael Page Salary Centre suggest as the average range for my sector, location and experience?

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- What does the average salary range appear to be from scanning similar jobs on the internet?

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- What does my Michael Page recruitment consultant believe is a realistic salary level based on an analysis of my skills and experience?

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- What do colleagues in the industry advise is a reasonable salary for someone in my position?

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## Research Conditions

Researching the conditions within which the company is operating will help you to better understand their position and anticipate potential objections when negotiating your salary. Find out:

- Is the financial performance of the company strong or is it struggling?

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- Have recent staff movements made way for future growth?

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- Are industry conditions favourable or are they experiencing difficulties?

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## Determine Your Needs

Balance your research with your personal needs to determine a realistic salary range for negotiation. Decide:

- What figure do I need to live on?

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- What figure would I be satisfied with? (the minimum I would accept)

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- What figure would I be delighted with? (my ultimate goal)

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The last two figures comprise the salary range for which you should aim. You should always start negotiations at the higher end to allow room for negotiation.

### **Watch Your Timing**

Always wait for the potential employer to raise the topic of salary negotiation first. You are in the ideal position to negotiate salary when the employer has offered you the role, is hopeful of employing you and has suggested a figure first.

If you are asked about your salary expectations, tell the interviewer you would like to know more about the role first. Avoid divulging your last salary; instead, tell them what you believe you are realistically worth based on your research, skills and experience. This may be a different figure to what you were earning in your last job.

### **Consider Other Options**

Good negotiators will enter a meeting with a range of options. If the opportunity to negotiate salary is limited, consider if these non-pay alternatives would suit you:

- Support for education and training?
  - Flexible working hours?
  - A clear promotion path?
  - The opportunity to review pay in three to six months?
  - Other?
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### **Get The Best Deal**

Employers respect applicants who are hard but fair negotiators. Having the confidence to negotiate well for yourself shows the employer that you could bring these skills to the role and strengthens their belief that you would be a valuable addition to the team.