



KNOW YOUR WORTH

List your accomplishments, increases in responsibility, and recognitions from the last six months.
.....

List the skill areas in which you succeed.
.....

List the related requirements for the job or role you're looking into/want.
.....

How do your qualities overlap?
.....

Tips for entering a negotiation

- Create notes and bring them with you to the negotiation
- Remain positive and flexible
- Think of this as a conversation, not a battle
- Avoid getting personal or oversharing (comparing yourself to others, talking about needs)
- Think about your employer's potential reactions and responses and prepare for them
- If this is a new job offer, remember that the employer picked you – they want to make this work
- Make sure you get any offers in writing and ask for time to consider

Example responses in salary negotiation talks

“What are your salary expectations?” You could answer:

- I'd like to see if I am a good fit first before we discuss salary.
- What is the salary range for this position or similar positions with this workload at this organization?
- I'd like to learn more about the role before I set my salary expectations. As we move forward in the interview process, I expect that my salary would line up with market rates for similar positions in this area.
- I'd rather talk about that after I've received a job offer.

“Can you share your salary history?” Use one of these options:

- This position is not exactly the same as my last job. I'd like to discuss what my responsibilities would be here and then determine a fair salary for this job.
- I'd appreciate if it you could make me an offer based on whatever you have budgeted for this position, and we can go from there.
- My salary history and expectations are in line with my professional achievements and experience and with the requirements of the position.
- ***Be aware that some cities and states have laws prohibiting potential employers from asking for salary history, so make sure you research this for your location.*

When the employer proposes a starting salary, you can counteroffer in several ways:

- Do you have any flexibility on the salary number?
- Thank you for the offer. Based on my research with comparable roles in this area, I believe something in the range of [\$ -- your target salary range].
- Based on my prior experience and familiarity with this role, I believe that an additional [\$] would be fair.

When the employer says I don't have the budget for this high a salary, you could say:

- Can you share with me what is the budget?
- If that is the case, would you be open to us working together to identify ways to cover this salary this year or plan for increased funds next year?
- Would you be open to discussing including an increase for me next year? Can we talk about benefits or other nonmonetary benefits?

If the employer says yes, your response should be:

- Thank you. Now I would like to discuss my benefits.

If the employer says no:

- First, stay silent and wait to see what more is said, in case an explanation is offered. If there is none, say a polite thank you and ask:
- I appreciate your consideration. Can you explain why?
- What feedback do you have for me about when we can revisit this conversation at a later time?
- I understand that a raise isn't available, however, I would appreciate it if we could reevaluate my job description to see if a job title change is in order.
- Remain respectful and professional and leave. Do not make any negative reactions or threats.

Practice

To learn more and practice these concepts and skills we discussed, register and complete [AAUW Work Smart Online](#). Share the link with everyone you know and encourage them to take the course. You can form a network with friends and work colleagues who can complete the workshop together and then use the guidance to form a cohort who can practice together and coach each other on using strong and persuasive language. There is a workbook that accompanies the two online modules that provide additional information, resources, and examples.

The AAUW's salary negotiation workshops teach skills and resources to negotiate for fair and equitable salaries and benefits. Read more about the AAUW on [aSweatLife.com](#) here.