**Salary Negotiation Worksheet**

Prepare to negotiate your compensation confidently and professionally.

1. **Know Your Worth**

Research average salaries for your role, experience, and location.

Target Salary Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Evaluate the Offer**

Base Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bonuses/Incentives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Benefits (health, 401k, PTO): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flexibility/Remote Options: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Growth Opportunities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Key Talking Points**

What value do you bring to the company?

Why do you believe the offer should be higher or adjusted?

1. **Sample Negotiation Script**

"Thank you for the offer. I’m excited about the opportunity and the team. Based on my experience and the industry average, I was expecting something closer to [$\_\_\_\_]. Is there flexibility in the salary or benefits?"