



**PEOPLE HIVE**  
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

**SALARY NEGOTIATION PREPARATION CHECKLIST  
(BEFORE ACCEPTING AN OFFER)**



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**TOTAL COMPENSATION REVIEWED**

*Assess base salary, benefits, allowances, and growth opportunities, as salary alone does not reflect full value; good practice is reviewing the entire offer.*

**MARKET RESEARCH COMPLETED**

*Research market salary ranges, as uninformed negotiations weaken your position; good practice is using reliable market sources.*

**ROLE EXPECTATIONS UNDERSTOOD**

*Clarify responsibilities and performance expectations, as unclear scope affects pay alignment; good practice is confirming deliverables.*

**NEGOTIATION PRIORITIES IDENTIFIED**

*Decide what matters most (salary, flexibility, benefits), as unfocused negotiations fail; good practice is prioritizing realistically.*

**PROFESSIONAL LANGUAGE PREPARED**

*Prepare respectful negotiation language, as aggressive tone damages relationships; good practice is framing requests around value.*

-END-

**PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC**

**Free HR Templates | For General Guidance Only**

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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