

# SALARY NEGOTIATIONS SCRIPTS

Before going to an interview, it is important to know your desired salary range and be prepared to defend your case on why you're worth that amount. Coming into it with a positive and confident frame of mind helps you stay calm and negotiate from a place of strength and faith versus desperation.

At any point in the interview process, you may be asked to disclose your salary history, most recent salary or desired salary. The key is to avoid being the first to offer a number. Why? Because you run the risk of either falling too far below or above their budget range, hence, leaving money on the table. In addition, trying to negotiate too early may compromise your bargaining strength because there hasn't been a mutual agreement that you'd be moving forward. In other words, make sure they want you before negotiating anything.

If salary is brought up by an employer too early in the process, you can respond in a few different ways. Here are some examples:

*"I would prefer to discuss the position more completely before getting into the specifics of salary."*

*"I would like to revisit the salary after gaining more knowledge about the position and sharing how I can help you \_\_\_\_\_ [your expertise as it impacts the bottom-line]."*

*"I trust that you pay fair market value, I'd rather focus on the job details at this stage in our conversations."*

*"My salary expectations are flexible, if you don't mind, I'd like to learn more about the role before discussing salary."*

*"I'm sure we can come to an agreement on salary. At this point in the process, I'd like to focus on the role to determine if it's a good fit for us both before discussing compensation."*

If the salary question comes up a bit later, but still prematurely, you can respond with:

*"I'm sure you compensate talent fairly based on the current market, perhaps you'd be willing to provide some idea on the range of which you have in mind for this role"*

*"Although salary is important, I'd like to get a clear picture of the position and see if it's a good fit, do you mind if I ask you a few questions?"*

*"I don't think my compensation will be a problem, your organization has a good reputation for fair pay. May I ask what's the salary range allocated for this role?"*

It's now illegal in some US states for employers to ask about the salary from a previous employer. If employers ask about what you're earning now or earned on your previous roles, you can reply with:

*"Well, the responsibilities of the jobs I've held in the past are quite different and I don't think the salaries are comparable in this case. Plus, I would prefer to focus on your ROI versus focusing on an external company's compensation structure."*

*"There are many variables to be considered beyond base salary. Would you mind telling me about your compensation plan as it relates to bonuses, vacation time, paid time off and other benefits?"*

*"I would prefer not to use my past company's pay structure as a factor in determining my salary with your company. I'm sure you're aware that companies have varying budgets."*

There are some cases where it is insisted for you to provide a number. In this case, use the research you have done along with your value offered and ALWAYS give a range. Here are some examples of how to answer:

*“Right now, I’m looking for anywhere between \$70K and \$90K. Does that fall within your allocated budget?”*

*“It’s negotiable, but a fair range falls between \$100K and \$125K. Is that in alignment with your budget?”*

*“I’m open to negotiations depending on the details of the full compensation package. I would be happy if the base salary landed somewhere in the range of \$85K to \$100K. Does that sound in alignment with your budget?”*

Before engaging in salary negotiations, know your absolute lowest point acceptance level (walk away number) and aim high. Any GOOD negotiator knows you can’t be afraid to walk away. Knowing that you deserve fair wages based on your value and that there are other opportunities that will be willing to pay you what you’re worth will fuel your confidence and drive your negotiating skills.

Keep in mind, a job offer is not only about base salary. What other items are important to you that you can leverage in a salary conversation? Here are some to consider:

- |                             |   |
|-----------------------------|---|
| → Signing Bonuses           | → Housing Subsidy                           |
| → Performance Bonuses       | → Expense Account                           |
| → Personal / Self-Care Time | → Salary increases                          |
| → 401K / Retirement Package | → Tuition assistance                        |
| → Job Title                 | → Health insurance                          |
| → Flexible Work Hours       | → Vacation time                             |
| → Telecommuting Options     | → Relocation Expenses                       |
| → Childcare Expenses        | → Commissions                               |
| → Office Location / Size    | → Equipment (company car, phone laptop etc) |
| → Severance Package         | → Stock Options                             |

If you’re presented with an offer and it is below your targeted number. You can respond with any of the following:

*“Thank you for the offer. Is there any flexibility on that number? I’ve been able to generate \_\_\_\_\_ [bottom-line result] in the past and I see no reason why I can’t produce similar or even better results for your company. That alone is worth an extra \$\_\_\_\_\_ in salary. Could we agree on \$\_\_\_\_\_?”*

*“Thank you so much for your offer. Based on the national average and the average salary ranges in \_\_\_\_\_ [city, state], that was a bit lower than expected – especially with my credentials. If there is room to negotiate, I was hoping for a base salary closer to \$\_\_\_\_\_.”*

*“I’m so excited to come on board, I think you’d agree that I would be a valuable resource to your department. As I mentioned before I have been able to \_\_\_\_\_ [positive outcome] and I’m bringing \_\_\_\_\_ [some component of your unique brand promise] to \_\_\_\_\_ [company name]. Can we meet in the middle somewhere between \$\_\_\_\_\_ and \$\_\_\_\_\_?”*

*“This sounds amazing. If we could settle on \$\_\_\_\_\_ I’d be happy to accept your offer.”*

Keep in mind, these are only templates and are meant for you to start formulating your own thoughts on how to best negotiate for a higher salary.

## RESOURCES AND STATS

<https://www.conference-board.org/blog/labor-markets/2022-salary-increase-budgets>:

- company salary budgets are projected to rise 3.9% -- the highest they've been since 2008

<https://procurementtactics.com/negotiation-statistics/>:

- 40% of all adults in the United States don't feel confident in their negotiation skills.
- Every month, 28000 people do a Google search for 'how to negotiate salary'

<https://www.cnbc.com/2018/02/08/only-39-percent-of-workers-negotiated-their-salary-at-their-last-job-offer.html>:

- Less than 40% of workers negotiated their salary during their last job offer

<https://www.cnbc.com/2020/01/31/women-more-likely-to-change-jobs-to-get-pay-increase.html>

- 60% of women admit they've never negotiated their salary with an employer

<https://www.salary.com/chronicles/most-people-don-t-negotiate-due-to-fear-lack-of-skills/>:

- 22% said they didn't ask for more simply because they lack the skills to properly negotiate
- 18% said they find negotiating inherently unpleasant during the interview process.
- 9% percent lacked the necessary self-confidence.

<https://www.salary.com/chronicles/salary-negotiation-separating-fact-from-fiction/>

- 87% of employers said they've never rescinded a job offer following negotiations during the interview
- 84% of employers said they always expect job applicants to negotiate salary during the interview

### WEBSITES FOR SALARY RESEARCH:

- Fishbowl: <https://www.fishbowlapp.com/bowl/salaries>
- Payscale: <https://www.payscale.com/>
- Salary.com: <https://www.salary.com/>
- Glassdoor.com: <https://www.glassdoor.com/>

### MELANIE'S CONTACT INFO:

**Melanie L. Denny, MBA, NCOPE, CPRW**

International Career Speaker

Award-Winning Resume Expert

President, Resume-Evolution ([www.resume-evolution.com](http://www.resume-evolution.com))

[melanie@melaniedenny.com](mailto:melanie@melaniedenny.com)

[linkedin.com/in/melanieldenny](https://www.linkedin.com/in/melanieldenny)

