



## Getting to Yes: Learning to Negotiate More Efficiently Salary Negotiation Worksheet

### Resources for researching salary ranges

- [Glassdoor.com](https://www.glassdoor.com)
- [O\\*NET](https://www.o*net.org)
- [Payscale.com](https://www.payscale.com)
- [Salary.com](https://www.salary.com)
- Bureau of Labor Statistics Occupational Outlook Handbooks (e.g., the [BLS Geoscientists Occupational Outlook Handbook](#))
- [AGI Geoscience Workforce Resources](#)
- [OPM](#) (for government jobs)

### Cost of Living Calculators

- [CNN Money Cost of Living Calculator](#)
- [Salary.com's Cost of Living Wizard](#)

### Some Basic Steps for Job Offer Negotiation

1. Determine the market value of the position. What is the current salary of a comparable position?
2. Based upon what you expect to receive, determine what your opening request will be. This should be 5-10% higher than your expected final offer.
3. Identify non-salary negotiables that may be available with the position. Decide what combinations of salary and benefits you would accept for the position. It will be useful to prioritize these so that you can communicate their importance to your employer.
4. List your credentials, skills, and accomplishments that justify your requested salary. List specific examples of past work and results in quantifiable terms that will apply directly to this position.
5. Brainstorm and list any objections you think the employer might have. Factor these into your initial justification statements or create new counter-argument justifications.



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**Salary Negotiation Worksheet**

1. Position market value: \$ \_\_\_\_\_ - \$ \_\_\_\_\_

2. Bottom line acceptable salary: \$ \_\_\_\_\_

3. Opening request: \$ \_\_\_\_\_

4. Non-salary negotiable items:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Satisfactory salary/benefits package:

\$ \_\_\_\_\_ + \_\_\_\_\_

\_\_\_\_\_

Salary Requirements with Justification Statements:

(Include concrete work examples to justify your requests)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_