

confidence
clarity
purpose
impact
growth
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INSPIRE TO EXCEL

CAREER SERVICES

Empowering women to achieve *authentic* success™

Salary Negotiation Checklist: Advocate for Your Worth with Confidence

Negotiating your compensation isn't just about money—it's about advocating for your worth and ensuring your expertise is valued. Use this checklist to prepare with confidence and professionalism for this important conversation.

Research & Preparation

- Research salary ranges for your role, industry, and location
- Document your achievements with measurable impacts
- Calculate your minimum acceptable salary

Value Proposition

- Create your "wins document" with key accomplishments
- List your unique qualifications and specialized skills
- Prepare specific examples of future value add

Negotiation Strategy

- Define your target salary and walk-away number
- List your non-salary priorities (benefits, flexibility, development)
- Practice your salary discussion points confidently

During the Discussion

- Let them make the first offer when possible
- Present your research and value proposition
- Ask clarifying questions about the total package

Final Steps

- Request the final offer in writing
- Review all compensation components
- Follow up with formal acceptance/decline

Remember

- You've earned the right to negotiate
- Stay confident, professional, and authentic
- It's okay to ask for time to consider offers

Ready to build your negotiation skills? Learn about our specialized negotiation training at <https://www.inspiretoexcel.com/services>. **Let's get growing!**