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Salary negotiation preparation sheet



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SALARY NEGOTIATION

prep sheet

Current salary · £____ **Role:** ____ **Market rate (researched):**
£____–£____

Target salary · £____ **Minimum I will accept:** £____

Opening ask (10–15% above target) · £____ **Reason:** ____

My key achievements (with numbers) · 1. ____ 2. ____ 3. ____

Response to 'we can't go that high' · 'What can you do? What else can be offered?'

Non-salary benefits to negotiate · **Holiday:** ____ **WFH:** ____
Training: ____ **Bonus:** ____

Walk-away point · £____ **Decision date:** ____

YOU DO NOT GET WHAT YOU DESERVE ·
YOU GET WHAT YOU NEGOTIATE

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