



SALARY NEGOTIATION CHEAT SHEET





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Priorities and Negotiation-Strategy Sheet

Preparing a negotiation strategy will give you an edge on the deal table. If you have a chance to take my salary negotiation course, you will be in tip-top shape. If you don't have time for the course and need to jump right in and get started, filling out this salary negotiation strategy sheet is a great way to get ready quickly.

Take an Excel spreadsheet and make the same columns and rows and then fill them in. Be sure to fill in both sides of the table, yourself and the potential employer. This sheet will help you have a strong offence and a solid defense during the negotiation. Be ready for the pit bull negotiator who may try to discount your value or the employer who is generous with their compensation but stingy on their benefits. The salary negotiation sheet will keep you focused during heated negotiations. It has served me well over the years, and I hope it helps you as well.

If you feel you need more help, please join us at www.ownmycareer.com as I love helping people get what they deserve.



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The Salary Negotiation Sheet

Item	Self	Employer	Notes
Priorities	Training & Development	Opening in a certain city	Align your priorities with the company's priorities. Be sure to frame all of your communication in a way that highlights your ability to drive their agenda and create the kind of value they are looking for.
	Education Assistance	Expanding portfolio of services offered	
	Housing Allowance	Reducing employee turnover rate	
	Generating large commission bonus	Diversifying into e-Commerce	

The Salary Negotiation Sheet

Item	Self	Employer	Notes
FBP	What is the best offer you have in hand or your most attractive option if you do not accept the job?	This would require offering someone else the position. If the employer has numerous candidates lined up, it will weaken your position. If not, it can often take three to six weeks to get to the final stages with another suitable candidate.	Never reveal your FBP. Remember: as you get into the final stage of the selection process, the time cost of the negotiation for the employer increases dramatically as the process drags on. They will soon be under pressure to make a hiring decision.
Minimum price	The minimum amount you would consider.	The minimum amount the employer would offer you.	Neither the employee nor the employer should find the minimum desirable.
Target price	Your ideal salary, which should be at the top of the pay scale for this position.	The amount the employer wants to pay for the position – generally this will be at the low end of the pay scale.	Remember: start the negotiation at your target price.
Strengths	What USPs do you possess that speak to the employer's priorities?	What is it that makes the employer an attractive place to work?	Highlight your strengths and try not to mention the employer's too much.

The Salary Negotiation Sheet

Item	Self	Employer	Notes
Weaknesses	<p>What parts of your profile can the employer use to devalue your market value? For example: Are you lacking professional qualifications? Do you not speak the required language? Perhaps you simply do not fit the job requirements exactly. Anticipate where they will try and devalue your position and be prepared to counter such an approach.</p>	<p>What risks does working at the employer subject you to? What political risks are apparent in the company? Does the company have a high turnover rate? What aspects reduce the employer's value proposition? Do they have any lawsuits? Where is the crack in their armor? Look at where you can devalue their value proposition.</p>	<p>Exploit the company's weak spots to devalue their position and be ready to defend your weak spots with strong counter moves. Prepare a counter-response for all of your weaknesses and be prepared to highlight the company's weaknesses in the negotiation. You need to be ready to devalue the employer's position in a tasteful and non-offensive way.</p>

Summary

Once you fill in all the columns and rows, you will have a clear direction for your negotiation and will intuitively know where your target compensation package is and where your floor salary is for the negotiation. Use the strengths section to align your asks for perks and benefits to their strategy. Use the weaknesses section to discount the employer's position if they try to bully you into a discount.

Salary negotiation is a very technical part of your career management strategy. If you feel you would like to have more hands-on help, please do give us a call as we would be delighted to work with you.

You can call me on +971 50 940 7537 or WhatsApp me on the same number.

Best of Luck,
Shane Phillips
Founder Ownmycareer.com



It is always disturbing to see a loved one or close friend lose their job. I wanted to help so I wrote the book "Get Your Dream Job". I turned the book into a series of video tutorials and webinars; and added a live Zoom Room to the program. Pretty soon it was the most comprehensive job search and career management program on the planet. It is a program that was made from the heart for my loved ones, and now I am offering it to you.

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