Salary Negotiation Script & Worksheet

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Use this worksheet after understanding the role and the full written offer. Pay ranges vary by location, employer, duties and experience; no script guarantees an increase.

Prepare evidence

Item	Your notes
Role and scope	
Relevant experience with truthful examples	
Public pay range or comparable source and date	
Base pay and pay period	
Benefits, hours, location and expenses	
Desired request and acceptable alternatives	
Your decision deadline	

Make a clear request

“Thank you for the offer. I am interested in the role and the opportunity to [specific contribution]. Based on [relevant evidence], would you consider a base salary of [amount]? I would also like to clarify [one important benefit or expectation].”

Pause and listen. Do not claim a competing offer that does not exist. Do not disclose private information from another employer.

If the answer is no

Ask whether the range is fixed and whether another term is open: start date, professional development, schedule, relocation or a documented compensation review. Do not assume a future review guarantees a raise. Ask for material agreed terms in writing.

Compare the actual offer

Subtract unavoidable work costs from your take-home estimate. Consider commute, schedule, insurance and stability. An attractive headline salary may not fit your needs. Give yourself time to read the final written offer before accepting.

Practice and record

Write your opening sentence, one evidence example, one question and your response to a refusal. After the conversation, record the agreed terms and remaining questions.

U.S. Bureau of Labor Statistics Occupational Outlook Handbook provides broad occupation context, not a personalized salary quote.