



Complete Salary Negotiation Checklist

Your Step-by-Step Guide to Successful Compensation Discussions



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Specializing in Payroll Outsourcing, Contract Staffing, and HR Compliance Solutions

1. Pre-Negotiation Preparation (2-3 Weeks Before)



Market Research & Benchmarking


- ☐ Research salary ranges for your role using multiple sources (Glassdoor, PayScale, industry reports)
- ☐ Analyze salaries based on location, experience level, and company size
- ☐ Gather data from professional networks and industry contacts

- ☐ Document salary trends and growth patterns in your industry
- ☐ Research competitor company compensation packages



Personal Value Assessment

- ☐ List all achievements from the past 12 months with quantifiable results
- ☐ Calculate revenue generated, costs saved, or efficiency improvements
- ☐ Document new skills acquired, certifications earned, or training completed
- ☐ Compile feedback from colleagues, clients, or stakeholders
- ☐ Identify unique value propositions that set you apart from peers

 **Pro Tip:** Use the STAR method (Situation, Task, Action, Result) to structure your achievements. This makes your contributions more compelling and memorable.

2. Essential Documentation Checklist



Required Documents

- ☐ Current salary slips (last 6 months)
- ☐ Latest performance appraisal and review documents
- ☐ Market salary research and benchmarking reports
- ☐ Job description and current role responsibilities
- ☐ Achievement portfolio with measurable results
- ☐ Training certificates and skill development records

☐ Any competing job offers or market validation (if applicable)

3. Negotiation Strategy Planning

Goal Setting & Strategy

- ☐ Set realistic salary range (minimum acceptable, target, and stretch goals)
- ☐ Identify alternative benefits if salary increase isn't possible
- ☐ Prepare BATNA (Best Alternative to Negotiated Agreement)
- ☐ Plan your opening statement and key talking points
- ☐ Anticipate potential objections and prepare responses

Optimal Timing Considerations

Scenario	Best Timing	Success Rate
New Job Offer	After initial offer, before acceptance	85%
Annual Review	During performance appraisal cycle	70%
Promotion/Role Change	When new responsibilities are assigned	90%
Market Adjustment	After significant market research	60%

4. During the Negotiation Meeting

Meeting Preparation

- ☐ Schedule meeting at appropriate time (avoid busy periods or stressful times)

- ☐ Prepare professional presentation of your case
- ☐ Bring organized documentation and supporting materials
- ☐ Practice your presentation and key points beforehand



Communication Best Practices

- ☐ Start with expressing appreciation for current role and opportunities
- ☐ Present market research and salary benchmarks objectively
- ☐ Highlight specific achievements and quantifiable contributions
- ☐ Use positive framing ("investing in talent" vs "current salary is low")
- ☐ Listen actively to employer's perspective and constraints
- ☐ Remain professional and avoid emotional arguments



Negotiation Framework:

1. **Anchor:** Present your research-backed salary expectation
2. **Justify:** Support with achievements and market data
3. **Listen:** Understand employer's perspective and constraints
4. **Collaborate:** Find mutually beneficial solutions
5. **Document:** Record agreed terms clearly

5. Alternative Compensation Options



Non-Salary Benefits to Consider

- ☐ Flexible working arrangements (WFH options, flexible hours)

- ☐ Additional paid time off or vacation days
- ☐ Professional development budget or training opportunities
- ☐ Enhanced health insurance or wellness benefits
- ☐ Performance bonuses or incentive programs
- ☐ Stock options or equity participation (if applicable)
- ☐ Company vehicle, fuel allowance, or transportation benefits
- ☐ Meal allowances or cafeteria benefits

6. Post-Negotiation Follow-up

Immediate Actions

- ☐ Send thank-you email summarizing discussion and next steps
- ☐ Request written confirmation of agreed terms
- ☐ Clarify implementation timeline and effective dates
- ☐ Update employment contract or salary documentation

Long-term Actions

- ☐ Continue documenting achievements for future negotiations
- ☐ Schedule regular performance reviews and feedback sessions
- ☐ Monitor market trends and salary benchmarks continuously
- ☐ Build relationships and network within industry

7. Compliance & Legal Considerations

Legal & Regulatory Compliance

- ☐ Ensure salary changes comply with company policies
- ☐ Verify tax implications and TDS adjustments
- ☐ Update statutory benefits (PF, ESI, gratuity) calculations

- ☐ Maintain documentation for audit and legal purposes
- ☐ Ensure equal pay compliance and non-discrimination

8. Common Mistakes to Avoid

✗ Don't Do These:

- ✗ Negotiate based on personal financial needs rather than professional value
- ✗ Make demands without supporting evidence or market research
- ✗ Compare salaries with specific colleagues by name
- ✗ Negotiate via email for complex discussions
- ✗ Present ultimatums unless you're prepared to follow through
- ✗ Negotiate multiple times within a short period
- ✗ Focus only on base salary without considering total compensation
- ✗ Negotiate during company financial difficulties or layoffs
- ✗ Bring up personal issues or unrelated complaints
- ✗ Accept the first offer without any discussion

9. Measuring Success

Success Indicators

Outcome	Success Level	Next Steps
Achieved target salary + benefits	Excellent	Continue high performance, plan next review
Partial increase + alternative benefits	Good	Schedule follow-up review in 6-12 months
Non-monetary benefits only	Acceptable	Monitor value and reassess in next cycle

No immediate change,
future consideration

Needs
improvement

Clarify timeline and
requirements for future increase

10. Quick Reference: Day-of-Negotiation Checklist

Final 24-Hour Checklist

- ☐ Review all documentation and talking points
- ☐ Practice key statements and responses
- ☐ Prepare professional attire and materials
- ☐ Get adequate rest and maintain positive mindset
- ☐ Confirm meeting time, location, and attendees
- ☐ Bring backup copies of all documents
- ☐ Prepare notebook for taking notes during discussion



Print Checklist



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