

Salary Package Negotiation Preparation Checklist

| Action | Completed Yes / No |
|--|-----------------------|
| Prepare the meeting agenda (keep it brief). | |
| Research the job market for current salary data & document what you are seeking. | |
| Prepare the business case (keep it factual and concise). | |
| List your alternatives & what items you would be prepared to negotiate. | |
| Anticipate potential objections & prepare responses. | |
| Book meeting with the decision maker/s on neutral territory. | |
| Role play and practice of negotiation meeting. | |

Source: *The Busy Person's Guide to... Salary Negotiation*, by Kelly Magowan