

# The Busy Women's Guide to ... Salary Negotiation

## **Are You Ready to Negotiate Your Next Salary Increase?**

Spend a few minutes to conduct the quiz to see how ready you are to negotiate your next salary increase. Answer each of the 15 questions by putting a circle around one of the responses that is most like you – i.e. select A, B, C or D for each of the 15 questions.

**1. When was the last time you negotiated the price of something you bought from a shop or market?**

- A Never
  - B Years ago
  - C Within the last year
  - D Last month
- 

**2. When was the last time you negotiated your salary with a new employer?**

- A Never
  - B Years ago
  - C For my last job
  - D My current job
- 

**3. When was the last time you negotiated a salary increase or a benefit (i.e. study support, working from home, bonus) with your current employer?**

- A Never
  - B Years ago
  - C For my last job
  - D My current job
- 

**4. Do you normally prefer to keep the peace over having your personal needs met?**

- A Always
  - B Frequently
  - C Occasionally
  - D Never
-

**5. Do you worry more about others than yourself?**

- A Always
  - B Frequently
  - C Occasionally
  - D Never
- 

**6. When it comes to making important decisions in your life do you require the consensus of those around you?**

- A Always
  - B Frequently
  - C Occasionally
  - D Never
- 

**7. Do you actively promote yourself and your achievements in the workplace?**

- A Never
  - B Occasionally
  - C Frequently
  - D Always
- 

**8. When asked a question do you share too much information with that other person (i.e. it is like you are in a confessional)?**

- A Always
  - B Frequently
  - C Occasionally
  - D Never
- 

**9. Are you confident in yourself and your abilities to perform the work you currently do?**

- A Never
  - B Occasionally
  - C Frequently
  - D Always
- 

**10. Are you confident in your overall employability and that you would always be able to get a good job?**

- A Never
  - B Occasionally
  - C Frequently
  - D Always
-

**11. Would you prefer to earn what you are currently earning rather than raise the topic of a salary increase with your boss?**

- A Yes
  - B Most likely
  - C Potentially
  - D No
- \_\_\_\_\_

**12. Do you think it is the responsibility of your boss and that of your employer to offer you a salary increase or bonus?**

- A Yes
  - B Most likely
  - C Potentially
  - D No
- \_\_\_\_\_

**13. Do you want to develop your salary negotiation skills?**

- A No
  - B Potentially
  - C Most likely
  - D Yes
- \_\_\_\_\_

**14. Are you someone who will do research before making a purchase or entering into a new contract or agreement?**

- A Never
  - B Occasionally
  - C Frequently
  - D Always
- \_\_\_\_\_

**15. Are you of the mindset that everything is negotiable?**

- A Never
  - B Occasionally
  - C Frequently
  - D Always
- \_\_\_\_\_

**Total Score** \_\_\_\_\_

For every response allocate the relevant points to tally up your total score:

**A = 1 point   B = 2 points   C = 3 points   D = 4 points**

**So now we come to the part where you can see how ready you are to negotiate your next salary increase.**

Select the score range you were in to see how ready you are to negotiate that next pay rise!

### **15-30 Points**

You are clearly not familiar with general negotiation, let alone salary negotiation. These are skills that you really need to work on developing if you are looking to advance your career and accordingly your salary. You may be lacking in confidence in areas of your work life, however that is okay as this is something you can develop through research and practise. We don't advise that you enter any salary negotiations just yet! You may consider engaging a coach to assist you along the way.

### **30- 45 Points**

Though salary negotiation is not your key strength you have some sound skills in this area as well as confidence in yourself and your abilities. Sometimes you don't promote yourself enough in the workplace and can be too accommodating however you also hold an appreciation and understanding of the need to be more assertive in these areas. With some time spent on developing your skills in this area you will quickly become a negotiator to be reckoned with and will achieve your career and salary goals.

### **45-60 Points**

There is not a lot to teach you. You are confident, assertive, ensuring your needs are met and have the rare skill of being able to control what you divulge to who and where. With sound confidence in yourself and your abilities you will always remain highly employable. Practise makes perfect and as you advance your career you will continue to utilise and fine tune these brilliant salary negotiation skills of yours. Make sure to teach other women around you along the way about how they too can become as adept at negotiations as you.