

FREE WORKSHEET

# The salary negotiation worksheet

Three rules: know your worth, name a specific number, know your floor. Fill this out before any conversation about pay.

## Step 1: Calculate your "no number"

This is the salary below which you *cannot* accept the offer — based on your family's actual financial situation. If you don't know it, you'll cave under pressure.

### Your fixed monthly expenses

Category	Monthly amount
Housing (mortgage/rent + utilities)	\$_____
Transportation (car payment, insurance, fuel)	\$_____
Food (groceries + essential meals out)	\$_____
Insurance (health, life, etc.)	\$_____
Childcare / dependent care	\$_____
Debt minimums (loans, credit cards)	\$_____
Other fixed bills (phone, internet, subscriptions)	\$_____
<b>Monthly fixed expenses subtotal (A)</b>	<b>\$_____</b>

### Your savings + tax buffer

Calculation	Amount
Monthly savings rate (what you set aside)	\$_____

Tax buffer (~30% of gross income)	\$ _____
<b>Monthly savings + tax subtotal (B)</b>	<b>\$ _____</b>

### Your no-number floor

**(A + B) × 12 = your minimum acceptable annual salary**

*My no-number floor: \$ \_\_\_\_\_ / year*

Any offer below this is not financially viable for your household. Hold the line.

## Step 2: Research your worth

Your anchor number should come from government data, not feelings. Use these sources:

- Statistics Canada — [statcan.gc.ca](http://statcan.gc.ca)
- Job Bank Canada — [jobbank.gc.ca](http://jobbank.gc.ca) (wage info by region)
- U.S. Bureau of Labor Statistics — [bls.gov/oes](http://bls.gov/oes)
- Industry surveys — Robert Half, Hays, Korn Ferry
- Current job postings in your region

### Find your starting point

Research field	Your finding
Role title you're targeting	_____
Region / metro area	_____
Median salary for this role in this region	\$ _____
Years of experience above/below median	_____
Niche skills the role needs that you have	_____

### Calculate your anchor

Start with the median. Add 2-4% per year of experience above median. Add 5-15% for niche skills the role needs. Add 15-30% if you're in a major metro.

My anchor number: \$\_\_\_\_\_ / year

## Step 3: The script

When asked "what are your salary expectations?" — never give a range. Always give a specific number.

"Based on my research for roles at this level in this region, and given my \_\_\_\_ years of experience, I'm looking for \$\_\_\_\_\_. I'm open to discussing the full package, but that's my anchor."

### Handling pushback

#### "That's higher than our budget."

→ "I understand. Help me understand what's flexible — is it the base, or is there room in the total package with bonus or equity?"

#### "What was your previous salary?"

→ "I'd rather focus on the value of this role and what the market is paying. My research shows \$\_\_\_\_\_ for someone with my experience in this region."

READY TO TALK?

Want help running these numbers and rehearsing the conversation?

**Book a session at [westwoodconsulting.ca](https://westwoodconsulting.ca)**