



Compensation Confidence Scripted Conversations



1 Non-Negotiable Offer

Employer Statement	Your Response
We are excited to have you join the company. This is a non- negotiable offer.	Thank you! I am excited about this opportunity. I need to review the offer details to see if I have questions. Can we reconnect by phone in 48 hours to discuss?
Yes. That works, but this is a strong offer and as I mentioned, non- negotiable.	I have read through the offer details and see that it includes only 2 weeks of paid vacation. I have 3 weeks in my current role and it's important to me to keep that amount for my mental health, motivation and overall impact. What kind of flexibility do you have to match my current allocation?
I am not sure what I can do. We don't typically flex on vacation, but let me look into it and get back to you.	Thank you for your partnership. I am eager to accept this offer once we resolve this remaining detail that's important to me.

Other Items You Could Ask For
• A guaranteed bonus • Higher bonus percentage • Sign-on bonus • Retention bonus (after one year) • Salary review after 3 or 6 months • More PTO • Different start date (earlier or later) • Different title • Flexible hours • Relocation bonus (self + family) • Less travel • Mobile phone reimbursement • Unpaid time off • More travel • Training reimbursement • Flexible days • Remote office stipend

2 Disappointing Raise

Employer Statement	Your Response
You had a great year and we're giving you a 2% raise (merit increase), effective next month.	Thank you for letting me know. Can you tell me more about how raises were determined? What was the process and decision criteria?
Management decides this and it's not flexible.	Given my high performance (insert specific contributions) throughout the year, I expected a higher raise. I'd like to process this information and come back and discuss this with you at the end of the week. Do I have your support?
Yes, although I am not sure I can do much. My hands are tied.	(A few days later...) I've thought about our conversation, how committed I am to this company and have outlined my contributions in detail (have a document). In addition, my research shows that my role should be compensated in the range \$X to \$Y. I'd like you to reconsider my increase to Z%. What kind of flexibility do you have?

Consider
- Is the company growing? - Is the division you're in growing? - Did you meet your goals? - Did you exceed your goals? - Did you seek feedback throughout the year? - Are you a high performer? - Do you have a sponsor?
- Did your boss make prior promises? - Were those promises documented? - What did you expect and why? - Did you do your homework on benchmarks for your role? - Do you know the merit increase process so that you can make your case BEFORE increases are allocated?

3 Junior Colleague Making More

Coworker Statement	Your Response
I heard Joe is making \$X. Can you believe it?	That's interesting. How do you know this? Thanks for the information.
He tells anyone who asks. It's common knowledge.	Go to boss or HR (or both): Given my high performance rating coupled with my recent internal and external research of similar roles that are paid \$x to \$y, I am seeking a salary adjustment. I enjoy my work here and want to make it work. What kind of flexibility do you have to get me to the range (internal equity) for my role?

Tips for Success
• Resist gossiping • Stay calm – manage your emotional response • Understand colleague may have an advanced degree • Understand colleague may have negotiated(!) • Understand co-worker's info may or may not be accurate • Do not refer to a colleague's salary by name without permission • Do your homework for industry benchmarks • Learn the pay band for the role • Ask what it will take to get to the top of the band

4 Awkward Salary Inquiry

Employer/Recruiter	Your Response
We think your experience would be great for our company. What are your salary requirements?	Thanks for your interest. I am really happy in my current role. It would take \$X base salary for me to consider something else. If that's in the range for the role, let's discuss it further.
What is your salary now?	I prefer not sharing that information. I'd like to learn more about the role and discuss the value I can bring to your company.
We can make a much better offer if you can tell me what you make now.	My target base salary is \$X (could also be a 10-15% range that is provided AND a big increase from where you currently are) as well as a great overall fit. Tell me more about the responsibilities and the pay range for this position.

Tips for Success
• It's illegal in many states to ask about current or past salary • Don't get tricked into sharing current or past salary • Give a number when you KNOW what you want/done homework • Giving your high number can be a good anchor • A range can save time and frustration for both parties –but be happy with the low number in the range • Engage with recruiters as you will always learn something and it's good to keep your options open • Don't forget bonus as a part of your total cash negotiation

5

BONUS: Pay Band Barricade

Employer Statement	Your Response
We are excited to consider you for this role. OR We are pleased to increase your salary by \$_____.	Thank you! I am excited about this opportunity. What is the pay band for this position?
We don't provide that information.	Help me understand that. What is the company policy on pay transparency? Some colleagues have this information. How can I attain it? Can you tell me where this salary falls relative to the mid-point of the pay band? Thank you for your partnership. I am eager to move forward once I have more clarity as equity and upward mobility are important to me.

Tips for Success

- Research the company policy on pay transparency
- Research pay transparency laws in your country/state/city
- Express that pay equity and upward mobility is important to you
- Ask colleagues or peers to share their salary info
- Reach out to peers on LinkedIn and ask to exchange salary info
- Seek out industry pay studies
- Use free resources such as Fishbowlapp.com, Elpha.com and Teamblind.com
- Make sure this is a values fit for you and what you want

You got this! 🙌

If this was helpful to you, please share it with a friend who may be leaving money on the table.

If you love this stuff and want MORE, we've got you covered! Get more detailed content, scripts, tips, worksheets, videos, resources, and troubleshooting guides, by signing up for [Compensation Confidence](#), 💰 a self-paced digital course for just \$199 (a \$1200 value!).

What People Are Saying 🌟

"This course was a godsend to me. Just the right amount of info and inspiration at the right time to help me land that raise. Thank you, Equipt Women!" –Angela, 26

"I was winging it – until now. This course helped me understand that I have more power than I realized. I just needed to prepare more." –Shakira, 29

"I have avoided money conversations because they make me anxious and money always fueled the fighting in my family. This course helped me navigate to a healthier money mindset so that I can better advocate for what I deserve." –Jessie, 30