Salary and offer conversation prep worksheet

Prepare for a pay or offer conversation: the wage range for the role in your area, your evidence, what you'll ask for and what else you could negotiate.

NAME

DATE

ROLE

CITY OR REGION

WAGE RANGE FOUND (AND SOURCE)

OFFER OR CURRENT PAY

Evidence of my value	Example or result

WHAT I WILL ASK FOR

LOWEST I WOULD ACCEPT

OTHER THINGS TO ASK ABOUT (START DATE, SCHEDULE, TRAINING, VACATION)

How I will open the conversation

If they say no, what I will ask next

SOURCES (CHECKED 2026-11-26)

Job Bank lets you compare wages for an occupation in different parts of the country or between occupations.
https://www.jobbank.gc.ca/trend-analysis/search-wages (checked 2026-11-26)