

Checklist

How much I am worth? Assets and needs in setting a salary figure.

Setting salary figures has often been the business of employers, since they're the ones who know an organization's budget envelope. Now, however, a labour shortage combined with a pay transparency movement have given candidates significant impetus to self-determine what they're worth on the labour market. To provide you with skills in setting a salary figure that corresponds to your assets and needs, we offer this checklist as a framework for reflection that, we hope, will equip you to update, revise and negotiate your salary figure.

YOUR EXPERIENCE

How many years of experience do you have in relation to the job posting?

- None
- 1-2 years
- 3-4 years
- 5 or more years

To what extent do your skills correspond to the duties listed in the job posting?

- Less than 25%
- 26-50%
- 51-75%
- 76% or more

To do better at the duties of the position, would you need to develop certain skills?

Yes No

What are your strengths in relation to this position?

What standout qualities can you offer this organization?

Where are your growing edges (technical skills, other capacities)?

Do you have education and training that are relevant to the position?

Yes No

This checklist of your experience will allow you to identify your strong points and growing edges in relation to the position. While it is normal for an individual's profile not to match every single duty listed in the job posting, the idea here is to establish their relative importance, see how you can do your best at each one, and arrive at an idea of the salary you would like to be paid and could propose.

YOUR LIFESTYLE

How would you describe your lifestyle? Straitened
 Modest
 Prosperous

Would you like this situation to change? Yes No

Why?

Do you want to buy a place to live? Yes No

In the medium or long term, do you anticipate projects that would call for substantial extra amounts of money? Yes No

Are you repaying a student loan? Yes No

Are you saving or paying for your children's education? Yes No

Are you paying off a mortgage? Yes No

Are you repaying any loans? Yes No

What is the estimated total of your repayments and other expenses, per month?

How much does that amount to, per year?

How much money do you want to save, per month?

How much does that amount to, per year?

Are you able to live within your present means? Yes No

You have now identified the lifestyle you would like to have and how much money you will need to make your payments and reach your savings goals. Using this information, you can determine the salary you will need. To be as realistic as possible, this figure will reflect not only your education, experience and strengths, but also the sector in which you work.

YOUR SALARY PROPOSAL

On the labour market and in the sector concerned, what do you think is the average salary for this position?

You can consult [job offers indicating salary ranges](#) as well as organizations' [T3010 information returns](#)

What is your current salary?

Are you satisfied with your current salary? Yes No

If not, why not?

What minimum salary could you accept for this position?

Have you considered the annual amounts of payments you need to make and savings goals you want to reach? Yes No

Do the payments you need to make and the savings goals you want to reach allow you to live comfortably? Yes No

Do you prefer higher pay but fewer fringe benefits and other advantages? Yes No

What fringe benefits and other advantages would you need?

- Co-operative, healthy work atmosphere
- Low stress
- Teleworking
- Flextime
- Year-end bonus
- Access to sports activities
- Group insurance
- Paid sick leave
- Paid leave
- More than three weeks' annual leave
- Extended maternity benefits and parental leave
- Child care
- Psychological support
- Time to volunteer
- Pension plan
- Purchase of office and computer equipment
- Team-building events including after-work gatherings

How many boxes did you check indicating fringe benefits and other advantages?

How many are indispensable for you?

What approximate percentage of salary, or what amount of money, would these fringe benefits and other advantages represent?
Indicate an approximate percentage of salary or amount of money.

If the salary offered is lower than the salary you would like, but all the fringe benefits and other advantages are guaranteed, how much could you lower the minimum salary you propose?

Does the job posting tell you about the indispensable factors you indicated above?
If not, you may not need to write off this organization, but be sure to ask about these factors at the interview.

- In part
- A lot
- No

Do you think your requirements are honest, reasonable and appropriate?

Yes No

Do you think you need to revise your requirements?

Yes No

Setting a salary figure is important, but knowing what you need in terms of fringe benefits and knowing what those benefits are worth in terms of remuneration is just as important. Even if the pay is less than a figure you had set, you can find a remuneration package that meets your expectations.

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