

# Calculate your Personal Salary Range

This worksheet will help you consider the factors that impact your salary range.

## Assess

Is your career on track to support the lifestyle you desire? What was your first professional starting salary? Do you want to buy a house? Pay off student loans? Think about some of your long-term financial goals and how your first professional salary might be of importance. List any financial goals:

Goal 1: \_\_\_\_\_  
Goal 2: \_\_\_\_\_

Goal 3: \_\_\_\_\_  
Goal 4: \_\_\_\_\_

## Calculate

Run the numbers to figure out your expenses. Use the [Reality Check](#) for a general idea of expenses or fill in the chart below of common expenses to estimate your monthly costs.

<i>Expense</i>	<i>Estimated Monthly Cost</i>
<i>Housing</i>	
<i>Transportation</i>	
<i>Utilities</i>	
<i>Insurance</i>	
<i>Food</i>	
<i>Savings</i>	
<i>Cable</i>	
<i>Phone</i>	
<i>Internet</i>	
<i>Miscellaneous</i>	
<i>Total</i>	

*Estimated Monthly Total* \$ \_\_\_\_\_

X

*12 Months =* \$ \_\_\_\_\_

## Research

Use these resources to help you calculate your worth based on occupation, job, and location.

- The Salary Calculator – [www.calculator.net/salary-calculator.html](http://www.calculator.net/salary-calculator.html)
- PayScale – [www.payscale.com](http://www.payscale.com)
- Occupational Outlook Handbook – [www.bls.gov/ooh](http://www.bls.gov/ooh)
- O\*Net Online – [www.onetonline.org](http://www.onetonline.org)

Occupation/Job: \_\_\_\_\_ Salary Range: \_\_\_\_\_

Occupation/Job: \_\_\_\_\_ Salary Range: \_\_\_\_\_

## What's Your Range...

Based on your research above, what is an acceptable personal salary range for you?

Bottom of your Range \$ \_\_\_\_\_ and Top of your Range \$ \_\_\_\_\_

**What Special Skills, Qualifications, or Unique Experiences Can You Leverage for Salary Negotiations?**

(e.g., certifications, skills, background)

1.) \_\_\_\_\_

3.) \_\_\_\_\_

2.) \_\_\_\_\_

4.) \_\_\_\_\_

