

SALARY CALCULATION CHECKLIST

Does the organization have a collective wage agreement (TVöD, TV-L, IG Metal etc.)?

Comments:

- Most public organizations work according to an agreement:
<https://oeffentlicher-dienst.info> (you can use Google Translate)
- Bigger companies often work according to a branch-specific agreement:
 - Check databases like these:
<https://www.wsi.de/de/tarifverguetungen-15296.htm>
<https://www.destatis.de/DE/Themen/Arbeit/Verdienste/Tarifverdienste-Tarifbindung/TDB/ TDB/ inhalt.html>
 - Check the job ad
 - Check the company's website
 - Use a search engine to find out about the company's agreement
 - Ask the company's HR

If yes:

- ➔ Understand the structure of the collective wage agreement
- ➔ If you have work experience, you can start on a higher level

If no:

- ➔ Use different sources and add the results to a list of salaries.
 - Use databases to estimate the salary
<https://service.destatis.de/DE/gehaltsvergleich/>
<https://www.lohnspiegel.de/index.htm>

The main relevant factors are:

- Job position
- Company size
- Region
- Industry
- Situation of the labor market
- Work experience
- Degree level
- College (reputation and location)
- Responsibility in the position

Many websites will address the gender gap to create awareness. In any case, take the higher value independent of your sex.

- ➔ Check comparable wage agreements to see where this number stands in comparison. You don't add this value to the list, but you should be aware that you could get more in comparable companies that have a wage agreement.
- ➔ Check platforms like Glassdoor and Kununu
Only add the results to the list if the positions are well-comparable
- ➔ Browse forums (Reddit, Quora, etc.)
Be cautious, the information may be old, false or the qualifications aren't comparable. Only add numbers to the list if you have multiple comparable results from independent sources.
- ➔ Reach out to the following people and ask for their opinions:
 - People you know in that company
 - People in other companies in similar positions
 - Your professors

Example for a list of salaries:

Source	Salary
Database 1	47,348 Euros
Database 2	45,793 Euros
Kununu 1	44,239 Euros
Kununu 2	46,838 Euros
Friend in a similar position but other company	48,200 Euros

Take the min. and max. value of your salary list and split it into 11 equal slices.

Example (from table above):

- 44,239 Euros (min) to 48,200 Euros (max)
- Intervals: $(48,200 \text{ Euros} - 44,239 \text{ Euros}) / 11 = 360 \text{ Euros}$

Start with the min. value as your base salary and add the interval salary on top for every one of the following 11 factors in your favor.

- Labor market (Is the unemployment rate low? -> go up)
- Degree (Do you have a degree from a reputable university? -> go up)
- Internship (Did you do a relevant internship? -> go up)
- Student job (Did you have a relevant student job? -> go up)
- Thesis (Did you do a relevant thesis? -> go up)
- Company's health (Is the company performing well? -> go up)
(Tip: check the public annual statements and the news)
- Training (Did you do relevant trainings? -> go up)
- Certifications (Do you have relevant certifications? -> go up)
- Soft skills (Have you led a team or did public speaking? -> go up)
- Publications (Did you publish anything relevant? -> go up)
- Achievements (Did you win a relevant award? -> go up)

Example:

- 6 out of 11 factors are in your favor
- Your preliminary salary expectation is $44,239 \text{ Euros} + 6 * 360 \text{ Euros} = 46,039 \text{ Euros}$

Determine the final number for the salary expectation

- Round up your number to hundreds (46,100 Euros instead of 46,039 Euros)
- Feel free to opt for a higher value close to your max. value and settle for your final calculated value after negotiations
- Bring your calculations to the negotiations
- Add the work hours per week to your salary expectation
- Ask for non-cash benefits and their equivalent gross values (see next page)
 - Many non-cash benefits are often tax-free up to a certain amount
 - The employer and employee benefit from non-cash benefits compared to raises

Examples of non-cash benefits

- Moving expenses
- Shopping card or fuel voucher
- Support for accommodation
- Time off
- Educational courses
- Recreational perks
- Food vouchers
- Support for clothing
- Leased car
- Parking space
- Travel allowance
- Trips
- Discount for company's own products
- Using flight miles
- Additional health insurance
- Daycare contribution (Kita Beitrag)
- Company shares
- Loan with low interest rate
- Things (e.g. computer, smartphone, furniture)
- Gifts