WHAT YOU CAN SAY . . .

If a job candidate requests a pay range for the position, you may state:
“The salary range for Position A is xxx to xxx. Please note that the actual salary takes into account various factors, including (1) relationship to salaries of other employees with similar experience and skills who perform similar work, (2) unit, department, school or VP area funding, (3) external market pay for comparable jobs, and (4) Stanford average pay for similar jobs.”

For additional information, see the Frequently Asked Questions.

If the job candidate’s expected salary is outside of your budgeted range, you may state:
“The salary range for Position A is xxx to xxx. Please note that the actual salary for the position takes into account various factors, including our budget. Unfortunately, your salary requirements are not within our range. Are you willing to reconsider?”

If an applicant voluntarily discloses salary history without prompting, you may state:
“Thank you for sharing, although you are not required to tell us your past salary.”

You can ask candidate:
- “What do you expect to make in this position?”
- “What are your salary requirements?”
- “Is the salary range for this position within your acceptable range?”

WHAT YOU CANNOT SAY . . .

Be careful when asking:
“What is the basis for your salary expectations?”

This could be perceived as indirectly soliciting salary history information. Do not ask a past employer for the candidate’s salary information when conducting reference checks.

You cannot ask:
- “What is your current/last salary?”
- “How much did you make at Company X?”

For additional information or questions regarding AB168, please email fairhiring@stanford.edu.