

# NEGOTIATING WORKSHEET

*Successful negotiation starts with effective planning. The goal is to create a win-win for everyone, as it is (hopefully) the start of a long, successful relationship.*

## Step One: What are the needs & wants of each party?

What makes you excited about the possibilities of working for the organization?

What makes them excited about the possibilities of working with you and/or having you on the team?

What do you NEED out of this offer? What are the deal breakers for you?

What does the organization want out of a candidate? What are the deal-breakers (requirements)?

What would a really good offer look like for you? (A realistic stretch, not a “pie in the sky”.)

What would a minimally acceptable offer look like for you?

What options do you have besides this job?

What options do you think the organization has besides hiring you?

## **Always Remember: evaluate the offer as an entire package.**

*Know what you value and what they value, so that you can make effective trade-offs.*

*A Trade-off is a request for more of one thing, in exchange for less of something else.*

## Step Two: Research!

Research the organization & their culture. Talk to someone in the company to gain information (E.g., alumni, colleagues, friends, mentors, friends of friends). Ask questions such as:

- What salary range should I expect? What is the level of pay for similar positions?
- What do you wish you had negotiated up front?
- What is the review cycle? What are the opportunities for career advancement?

What do you uncover during your research?

Research the market value for your position and skill set.

- Use sites such as [salary.com](https://www.salary.com), [payscale.com](https://www.payscale.com), [glassdoor.com](https://www.glassdoor.com)
- Look at advertised salary ranges in job postings

What do you uncover during your research?

## Step Three: Create reasonable and fact-based rationales for requests

Never voice a request, or give a number, in isolation. It should be coupled with logical justification, such as:

- **Equity-based fairness:** What you get out of a situation should be commensurate with what you put in. (E.g., I'm requesting X because I am bringing unique skills & expertise to your organization.)
- **Equality-based fairness:** Everyone should get the same amount. (E.g., I'm requesting X because that is what others are making in this position. It is what the market dictates.)
- **Needs-based fairness:** Resources should go where they are most needed. (E.g., I'm requesting X because I need to pay off my student loans and relocate.)

What rationales can you use for your requests?

## Always Remember: the goal is a win-win for everyone!

If you are interested in the job, show your interest! Look for solutions that meet everyone's needs.

- Ask questions.
- If you have constraints, share them.
- Focus on "we", don't give a list of demands.
- Be reasonable & rational!

## Useful Phrases

### When you get an offer:

- *“I’m really excited about the possibility of working here! Thank you for the offer; how much time do I have to look this over and is there a good time for us to get together again to go over questions?”*
- *“Thank you for the offer. May I think about it over during the next week (or overnight / over the weekend) and give you an answer on X date?”*

### When you received a lower salary than expected:

- *“How was the salary determined?” “Is there any flexibility?”*
- *“I was expecting X due to my (insert unique skills / strengths / experience here). Is there anything else you can do, or perhaps add to the package?”*
- *“I am really excited to work here, and I know that I will bring a lot of value due to my X. I appreciate the initial offer, but was really expecting it to be a bit higher. Can we look at a salary of Y for this position?”*
- *“All things being equal, I would prefer to join this organization rather than my alternative. But because there is such a discrepancy in salary, it is a difficult decision.”*
- *“My understanding is that X is a typical starting salary range for this position. Can we revise the salary to reflect that range?”*

### Responses to “this is the salary we budgeted and we feel it’s fair.”

- *“I understand where you are coming from, and just want to reiterate my enthusiasm for working here. I think my skills are perfectly suited and you will see very quickly that they are worth Y.”*
- *“Maybe I haven’t conveyed enough the value I think I can bring to your organization. I really feel that I am coming in at a higher level than what you are offering. Did you note I have (insert unique skills / strengths / experience here).”*
- *“I understand your constraints around the starting salary. I’m sure I will demonstrate value quickly; is there a way we can include a 6-month salary review in this offer?”*
- *“I understand your constraints. Can we look at the other aspects of this offer; I’m sure there is a way to make this work for everyone.”*

### For questions on work/life balance:

- *“What is the policy on flextime?” Or “Is there a possibility for flextime?”*
- *“Because of X, I would love the potential for flextime. Is this a possibility?”*

### For questions on continuing education:

- *“What is your policy around continuing education?”*
- *“I was hoping to attend X conference next year; can we include that in this offer?”*
- *“There are some helpful courses I was hoping to take to augment my experience. Can we include tuition reimbursement for these courses in the offer?”*

### When you cannot meet on an agreement:

- *“I’d love to join this organization / team, but unfortunately at this time the offer does not meet my needs (or, at this time I’m not sure this is a good fit). I’d love to stay in touch and potentially we can work together in the future.”*
- *“Thank you for the time and the offer. Unfortunately, I have found something better suited to where I am right now- but I would love to stay in touch for the future.”*

## **Be reasonable, honest, and solution oriented. Remember your value!**

### Interested in learning more? Check out these great resources:

- *The Exact Words to Use When Negotiating Salary (US News article) <http://tinyurl.com/negotiatephrases>*
- *7 Negotiation Tips Given To Harvard Business School Students (Business Insider article) <http://tinyurl.com/hbnegotiatetips>*
- *The Essentials of Job Negotiations: Proven Strategies for Getting What You Want (Book)*
- *Getting to Yes: Negotiating Agreement Without Giving In (Book)*
- *How to Negotiate Your Next Salary (Harvard Business Review Article) <http://tinyurl.com/hbhowtonegotiate>*