

JOB OFFER WORKSHEET

QUICK FACTS

- Failing to negotiate your first salary could cause you to miss out on more than \$500,000 by age 60.
- Payscale surveyed 31,000 workers and found that less than half of them had asked for a raise in their current fields. Of those who did ask, 75% received a raise.
- Salary.com found that 84% of employers **expect** prospective employees to negotiate salary during the interview stage. Yet only 30% of women negotiate, while 46% of men negotiate.

STEP 1: RESEARCH

- Use resources such as [payscale.com](https://www.payscale.com), [O*Net](https://www.o*net.com), [LinkedIn Salary Tool](https://www.linkedin.com/salary), [GlassDoor](https://www.glassdoor.com) and [HSB Career Outcomes Data](https://www.hsb.com/career-outcomes-data) to understand market rates for the position (consider regional differences in salaries).
- Take aspects other than salary into account, such as [healthcare](#), [work schedule](#), [title](#), [career goals](#) and [vacation](#).
- Create a [realistic budget](#) to know your minimum income relative to your spending and saving goals.

What is the market rate for positions you are interested in? What aspects related to the job other than salary, are important to you? Rank those from 1 as your highest priority to your lowest priority.

STEP 2: STRATEGIZE

- Do not start negotiating until after you receive the job offer in writing.
- Consider how you would handle questions about your prior [salary history](#).
- Brainstorm ways to meet your goals and the employer's needs simultaneously.
- Focus on facts and research to back up your proposal.
- What is your target salary or salary range? _____ Least amount you will accept? _____

What skills, experience, and qualifications do you have to offer the employer?

STEP 3: NEGOTIATE

- Be persuasive and clearly [articulate your value](#).
- Listen carefully to the employer's needs.
- Don't forget to negotiate benefits; you can ask for almost anything if you do it professionally and with a smile.
- Make a decision after you take the entire compensation package into account.
- Once you accept a position, you should be prepared to fulfill that obligation. It is highly unethical and unprofessional to renege on an offer. [Schedule an appointment with your Career Coach to practice negotiation strategies!](#)