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, O*Net, LinkedIn Salary Tool, GlassDoor, and HSB 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 you 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 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 renge on an offer. Schedule an appointment with your Career Coach to practice negotiation strategies!