**Negotiation Guide**

*Here are a few tips when it comes to negotiation*

* **Put your number out first**

Usually, the organization will beat you to the punch on this. After your interview you will likely receive an offer letter via email or a verbal offer over the phone. In the case where you don’t get a number in writing, it is beneficial for you to provide your ideal salary first. This gives you immediate leverage in the negotiation process.

* **Have a salary range**

Before you get the offer, you need to make sure you have a range already in mind. Do you do diligence in research market value as well as calculate your ideal salary based on cost of living, lifestyle or personal goal.

* **Don’t reveal your lowest number**

Having your range is important. You don’t want to divulge the lowest that you’re willing to go. Ever! Have a range in mind but do not ever mention you’re range to the employer, especially not the lowest you’re willing to go.

* **Research the market value for the job and industry**

There are a variety of online tools that you can utilize. Do you research to estimate the market value. Even if you can’t find the exact job title, be sure to have comparable salaries for job functions especially for your industry.

* **Calculate & assess the entire offer package**

Salary is one of many components of your offer package. Be sure to research the benefits this company has to offer.

* **Take time to process**

You don’t have to respond immediately. Be sure to communicate to the employer how much time you’ll need to process. Give yourself at a minimum of 24 hours to process, and possibly 2 – 5 days to process. Any employer that is pushy on this could indicate a red flag!

**Salary Negotiation Worksheet**

*Fill this out and see where you can leverage your existing package to make sense for you to “make a move”. If you’ve received multiple offers, add additional columns to compare all the line items side by side.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **New Company Offer** | **Current Job** | **Additional Needs/Wants** |
| **Base** |  |  |  |
| **Sign On Bonus** |  |  |  |
| **Bonus** |  |  |  |
| **Equity** |  |  |  |
| **Vacation** |  |  |  |
| **Holidays** |  |  |  |
| **PTO** |  |  |  |
| **401K** |  |  |  |
| **Insurance** |  |  |  |
| **Cell Phone** |  |  |  |
| **Other Benefits:** |  |  |  |
| **TOTAL:** |  |  |  |

**Negotiation Email Template**

*Take a moment to research your role and answer these questions:*

Walkaway Number:

Reach Number:

Acceptable Number:

Objective facts of why you deserve this:

1. Market rates data:
2. Job description vs. Actual Experience you bring:
3. Relevant past accomplishments or experience:

4.

5.

6.

**Negotiation Email Template**

*Fill out this sample email script to use as main talking points. You can either decide to email it, or if you feel more comfortable, use it in a telephone call. Review and practice aloud, get feedback, and smile as you make your ask!*

***Subject: Candidate Full Name - Title Offer***

Hi Recruiter Name,

*I’d like to express again how thrilled I am to have an opportunity to join Organization Name!* ***I am confident that we can set up a start date very soon****.*

Upon reviewing the total compensation package, I would feel most comfortable adjusting the base salary to stay north of the local market rates.

According to Robert Half’s Salary Guide, it seems that the market rate for Name of Position in Geographical Location has a median target salary of $125,000. While I consider the entire compensation package, I would like to ask if we can make the current base salary offering of $95000 more competitive.

I feel confident that I not only meet the minimum qualifications for the role, but also meet all of the preferred qualifications as well. Give a justification as to why you deserve the salary. Use metrics and facts if possible.

*Again, I’m very invested in the Name of Position at Name of Organization and would* ***eagerly accept*** *if you can make the offer more competitive. I understand that not everything can be accomplished, but* ***I’m willing to be flexible and find a creative solution****.* ***I’m confident we can agree on an offer that is mutually beneficial.***

I wanted to provide you with this information in advance in case it helps you prepare for a discussion. I’m happy to jump on a call and discuss further details, my best number is [Number].

Thank You,

Your Name