

# *Negotiating a Job Offer*

*Negotiation can be stressful. By being prepared and doing your research, you can help ensure you are getting your worth.*

## **Be appreciative and polite throughout the process.**

Start the conversation by noting your appreciation of the offer. Remain polite and appreciative throughout the negotiation conversation.

## **Help the hiring manager understand why you deserve your requests.**

Don't just state your desires; explain exactly why they're justified. Why do you deserve more than others, or why should you get to work from home one day per week?

## **Do you have multiple offers that you plan to leverage?**

Balance the multiple offers by providing the conditions you desire that would make you forego those other options and accept this offer.

## **Figure out where the company is flexible and where they are not.**

The better you understand the constraints, the more likely it is that you will be able to propose options that solve both sides' problems.

## **Consider the entire deal.**

Don't get fixated on salary. Focus on the value of the entire deal: responsibilities, location, travel, flexibility in work hours, opportunities for growth/promotions, perks, support for continued education, etc.

## **Maintain a sense of perspective.**

Your job satisfaction depends less on getting the negotiation right and more on getting the JOB right.

## **Don't negotiate just to negotiate.**

If something is important to you, absolutely negotiate. Don't haggle every little detail.



# Negotiation Points

How do you decide between multiple offers?

What is worth negotiation and what is not?

The answers will be different for everybody based on their own values.

Number these 1-15 in order  
of importance to you

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- ☐ 401K/Retirement
- ☐ Dental insurance
- ☐ Flexible work hours
- ☐ Health insurance
- ☐ Life insurance
- ☐ Location
- ☐ Office perks
- ☐ Opportunities for growth
- ☐ Parental leave
- ☐ Paid Time Off
- ☐ Salary
- ☐ Travel
- ☐ Tuition Reimbursement
- ☐ Vision insurance
- ☐ Work from home options

What's included  
in the offer?

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- ☐ 401K/Retirement
- ☐ Dental insurance
- ☐ Flexible work hours
- ☐ Health insurance
- ☐ Life insurance
- ☐ Location
- ☐ Office perks
- ☐ Opportunities for growth
- ☐ Parental leave
- ☐ Paid Time Off
- ☐ Salary
- ☐ Travel
- ☐ Tuition reimbursement
- ☐ Vision insurance
- ☐ Work from home options

Where are your expectations not being met? How important are those items to you?

Which points are worth negotiating?

