#### Review this list of things to help prepare for your salary and benefits negotiation.

**Before the negotiation:**

* **Research:** Gather information about market salaries for your position, industry, and location. Use resources like Glassdoor, Payscale, and LinkedIn.
* **Know your worth:** Assess your skills, experience, and accomplishments. Identify your non-negotiables and be prepared to compromise on less important points.
* **Practice:** Rehearse your negotiation points and responses to common questions.

**During the negotiation:**

* **Express gratitude:** Start the conversation by expressing your appreciation for the offer.
* **Ask for time:** Request some time to review the offer and consider your options.
* **Identify areas for negotiation:** Determine which aspects of the offer you want to discuss, such as salary, benefits, vacation time, remote work options, or professional development opportunities.
* **Frame your requests:** Base your salary requests on the value you bring to the role and the organization. Use specific examples to support your arguments.
* **Be collaborative:** Emphasize your desire to find a mutually beneficial solution that aligns with the interests of both parties.
* **Be prepared to compromise:** Be willing to make concessions on less critical points if necessary.
* **Maintain professionalism:** Avoid making ultimatums or burning bridges.

**After the negotiation:**

* **Follow up:** Thank the employer for their time and reiterate your interest in the position.
* **Summarize the agreement:** Recap the key points you agreed upon and confirm any next steps.

**Additional tips:**

* **Be confident:** Project confidence in your abilities and worth.
* **Be prepared to walk away:** If the offer doesn't meet your expectations, be willing to walk away.
* **Build relationships:** Focus on building a positive rapport with your future employer, even if the negotiation doesn't go your way.