

Job Negotiation Cheat Sheet

Wage Gap App Information

This is the negotiation information from the Show Me the Money module. This is just the start to the information you need for your successful job negotiation.

Job Title: _____

City/Zip Code: _____

Average Salary Men: _____

Average Salary Women: _____

Do-It-Yourself Information

This is the information that you will need to gather to prepare for your negotiation. In addition, see our Negotiation Tips to find tips on how to best use this job negotiation planning template.

My Situation:

What will I do if no agreement is reached? (BATNA) _____

Does this put me in a strong or weak position? _____

What is the lowest salary/wage I would accept for this position? (RV) _____

Below are issues that are commonly negotiated. Add more that are specific to your particular job negotiation, then put them in order of importance to you.

Issues for Negotiation

Level of Importance to Me

Salary	1. _____
Vacation Days	2. _____
Title	3. _____
Job Responsibilities	4. _____
Work Hours/Flextime	5. _____
Bonuses	6. _____
Stock Options	7. _____
Moving Expenses	8. _____
Education Benefits	9. _____
Promotion	10. _____
Staff Support	11. _____
Other: _____	12. _____

Employer Situation:

Basic Company Information (use this to assess their ability to pay):

What is the size/type of the organization? _____

How well is the industry doing? _____

Based on their financial statements (often found on a company website) what is their financial condition? _____

What is my best guess at the highest salary they can offer me? (AV) _____

What value do I bring to this employer? How can I emphasize these traits/skills? _____

Order the issues below based on my best guess of the employer's difficulty of conceding them to me.

Issues for Negotiation

Salary
Vacation Days
Title
Job Responsibilities
Work Hours/Flextime
Bonuses
Stock Options
Moving Expenses
Education Benefits
Promotion
Staff Support
Other: _____

Difficulty for Employer to Concede

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Negotiation Strategy:

Who in the organization will I be negotiating with? _____
Do I have a history with this person? _____

After their initial offer, what will my first ask be? _____

List some ways you can justify the ask, specifically what value you bring to the employer or the median salary of current employees.

Are there any issues high on my priority list that is also low on the employer's priority list? This may be an issue that I can ask for in exchange for giving up an issue that isn't so important to me. (Logrolling)

What will be your first counteroffer if they say no to the initial ask? (Counteroffers) _____

Reminders:

- Only start negotiations if an offer is actually on the table.
- Make sure to keep the negotiation cooperative and not adversarial. If all goes well, you will be working with them in the future.
- Plan your strategy to attempt to achieve your AV but remember that in the end you are willing to accept your RV
- Don't forget that the AV and other employer preferences are your estimates. You will have to adapt your strategy as you negotiate and gather more information from the employer.