

# Negotiating Worksheet

*The key to successful negotiation is planning and research. Your goal is to obtain an agreement. In other words, a win-win outcome for all involved. In the case of negotiating a job offer, this is the beginning of what will hopefully be a successful, long-term relationship.*

## ***What are the needs & wants of each party?***

*What makes you excited about the possibilities of working for the organization?*

What about you excites them about having you on the team?

Write down three value statements about yourself (accomplishments/achievements, experiences, and specific skills). Consider how you will use these throughout the negotiation to demonstrate your value to the organization. Consider how these directly correlate to enhancing the organization's outcomes.

1.

2.

3.

What do you NEED out of this offer? What are deal breakers for you? (consider your budget, location, desire for on-site, remote or hybrid work, etc.)

What does the organization want from the successful candidate? What are deal-breakers (requirements)?

What is your target salary or salary range? (consider your research and your value to the organization, not "pie in the sky".) What does your research indicate for this position in this region? What would a minimally acceptable offer look like for you?

## Research:

Research the organization. Network and talk to someone from within the organization to gain information. Ask questions such as:

What salary range should I expect? What is the level of pay for similar positions?

What do you wish you had negotiated up front?

What is the review cycle? What are the opportunities for career advancement?

*What did you learn?*

Research the marketplace for your position, experience, and skills. Use sites such as salary.com, payscale.com, glassdoor.com, etc. Look at advertised salary ranges in job postings.

*What did you learn?*

Write down two benefits that would make this offer especially compelling to you.

1.

2.

What options do you think the organization has besides hiring you?

What options do you have besides this job?

What would a minimally acceptable offer look like for you?

## **Create reasonable and fact-based rationales for requests:**

*Berkeley School of Information uses the following three rationales in establishing your requests.*

*Equity-based fairness:* What you get out of a situation should be commensurate with what you put in. (I.e. I'm requesting X because I bring unique skills and expertise to your organization. Including...)

*Equality-based fairness:* Everyone should get the same amount. (I.e. I'm requesting X because that is what others are making in this position, as demonstrated by my market research.)

*Needs-based fairness:* Resources should go where they are most needed. (I.e. I'm requesting X because I need to pay off my student loans and relocate.)

Work toward keeping the discussion “we” focused. The goal is to arrive at an agreement and an outcome that benefits everyone. If you are interested in a job show your interest. Look for avenues to meet everyone's needs.

Adapted from Berkeley School of Information and AAUW's StartSmart Program (FromWithin Coaching)