

## Useful Phrases in Negotiation

### When you get an offer:

*I'm really excited about the possibility of working here! Thank you for the offer; how much time do I have to look this over and is there a good time for us to get together again to go over questions?*

*Thank you for the offer. May I think about it over during the next week and give you an answer on X date?*

### When you receive a lower salary than expected:

*How was the salary determined? If there any flexibility?*

*I was expecting X due to my (insert unique skills / strengths /experience here). Is there anything else you can do, or perhaps add to the package?*

*Am really excited to work here, and I know that I will bring a lot of value due to my X. I appreciate the initial offer, but was really expecting it to be a bit higher. Can we look at a salary of Y for this position?*

*From my research my understanding is that X is a typical starting range for this position. Can we revise the salary to reflect that range?*

### Responses to "this is the salary we budgeted and we feel it's fair."

*I understand where you are coming from, and just want to reiterate my enthusiasm for working here. I think my skills are perfectly suited and you will see very quickly that they are worth Y.*

*I understand your constraints around the starting salary. I'm sure I will demonstrate value quickly; is there a way we can include a 6-month salary review in this offer?*

*I understand your constraints. Can we look at the other aspects of this offer; I'm sure there is a way to make this work for everyone.*

### For questions on continuing education:

*What is your policy around continuing education?*

*I was hoping to attend X conference next year; can we include that in this offer?*

*There are some helpful courses I was hoping to take to augment my experience. Can we include tuition reimbursement for these courses in the offer?*

### When you cannot meet on an agreement:

*I'd love to join this organization / team, but unfortunately at this time, the offer does not meet my needs (or, at this time I'm not sure this is a good fit). I'd love to stay in touch and potentially we can work together in the future.*

*Thank you for the time and offer. Unfortunately, I have found something better suited to where I am right now but I would like to stay in touch for the future.*

***Always be reasonable and maintain a "we" approach.***

*Adapted from Berkley School of Information*