

Job Offer Negotiation Scorecard



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Worksheets are intended guide you through the different elements of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements.

Reviewing Your Negotiation Performance

Use this worksheet to help you review your performance after negotiating your job offer. The questions will prompt you to critically review your performance in various elements of the negotiation. Indicate what you can do to improve your performance.

Negotiation Date:	
Company Name:	
Position:	
Negotiators:	

1. Market worth

Did I properly research my market worth? Was what they offered in the range of what I was expecting?

2. Tactics

a) Who did I negotiate with? Did I use a recruiter or third party? If so, what did I discuss with them?

b) Did I prioritize my needs and wants? Did I establish my must-haves? My nice-to-haves? Did I go into the negotiation knowing my acceptable range?

c) How did I handle discrepancies between what I expected and what they offered me? How did I make my case? Was I successful?

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3. Process

a) Win-Win approach

Did I establish a win-win attitude? Did I mention I was excited about the opportunity and looked forward to coming to an agreement about the terms?

b) Points of agreement

Did I start by reviewing points of agreement to set a positive and collaborative tone?

c) Points of negotiation

How did I approach the points of negotiation? Did I make requests, or demands? Did I make my case in a professional and rational manner? Or was I defensive?

d) Listening

Did I listen attentively?

e) Closing

How did I close the negotiation? Did I close well and leave a good impression?

4. Outcome

Did I get everything I wanted? Where did I have to compromise? Am I content with the outcome?

5. Other

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6. Overall Impression

How did I do overall?

Excellent: I did a great job and exceeded the objectives I set out for myself.

Good: I performed well and met my objectives, but could always improve.

Poor: I did not at all meet my objectives and I need work in this area.

For more details to help you prepare for your negotiation, be sure to review:

- Step 8. Negotiating the Job Offer on the ReadySet HIRED! website
- Negotiating Checklist