

# Job Offer Negotiation Worksheet



10 Easy Steps to get the Job You Want!

www.readysethired.com · info@readysethired.com

ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages 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. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

## Be a SMART Negotiator

Specificity	Measurability	Attainable	Relevance	Timing
I have clearly defined what I want the outcome of the negotiation to be.	I have assigned values and priorities to the different elements of a Total Compensation package.	My must-haves and nice-to-haves are reasonable requests and not outrageous demands.	The negotiation discussion relates to my pre-defined needs and wants, and I don't bring my ego into play.	I understand time is of the essence during the negotiation stage. I give adequate time to discuss important issues but I don't waste time.

## 4 Steps to a Great Negotiation

### Total Compensation

Use the following table to get a high level picture of what you want your compensation to look like. If the offer hasn't been made yet, make your best educated guess to anticipate what the employer might offer. Consider the difference between the two figures to get an idea of the range within which you might find yourself negotiating for each element.

Element	Salary	Incentives/ Bonus	Benefits	Perks	Time off	Total
<b>My Figure</b>						
<b>Their Figure</b>						
<b>Difference</b>						

### 1. Research

a) What is my market worth?


b) What do I know about how the company compensates for this type of job?


# Job Offer Negotiation Worksheet



10 Easy Steps  
to get the  
Job You Want!

www.readysethired.com · info@readysethired.com

## 2. Tactics

a) Who will I be negotiating with? Will I use a recruiter? Will there be a 3rd party?


b) Does the person with whom I'll be negotiating make the final decision? If not, who does?


c) How have I prioritized my needs and wants? Which items do I consider "must-haves"? Which are negotiable, and what is my acceptable range?


d) If there is a difference between what I expect and my market worth or their offer, what is my case? How can I support my requests?


## 3. Process

a) What are the anticipated points of agreement? During the negotiation I will be sure to acknowledge points of agreement before moving to points of negotiation.


b) What are the anticipated points of negotiation? During the negotiation, I will discuss these points in a professional, open manner. I will be able to rationalize my position, and will invite the other party to rationalize theirs.


c) How will I demonstrate that I have a win-win attitude and want the best outcome for both of us?


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

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