

# Negotiating Checklist



10 Easy Steps  
to get the  
Job You Want!

www.readysethired.com · info@readysethired.com

ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

PREPARATION	
<input type="checkbox"/> Negotiation Worksheet	I have completed the negotiation worksheet, identifying the elements which are must haves and which are negotiable.
<input type="checkbox"/> Advice	I obtained advice from knowledgeable people on how to best proceed with my negotiation.
<input type="checkbox"/> Key Stakeholders	I've discussed negotiating elements with key stakeholders, including my family.
<input type="checkbox"/> Practice	I've practiced my negotiating tactics and approach with others, and received feedback on my performance.
<input type="checkbox"/> Recruiters/ 3rd Parties	I am prepared to work with a recruiter or 3rd party negotiator if necessary.
ELEMENTS	
<input type="checkbox"/> Market Worth	I've researched my market worth and I know what range of compensation would be appropriate for me.
<input type="checkbox"/> What's Important To Me	I've identified and prioritized what's important to me.
<input type="checkbox"/> Must Haves	<input type="checkbox"/> Nice To Haves
<input type="checkbox"/> Salary Range	<input type="checkbox"/> Incentives
<input type="checkbox"/> Time Off	<input type="checkbox"/> Other
PREPARATION	
<input type="checkbox"/> Tactics	I am prepared to manage this negotiation and have outlined my tactics.
<input type="checkbox"/> Points Of Agreement	I will focus on points of agreement before moving on to points of negotiation.
<input type="checkbox"/> Points To Negotiate	I will discuss points of negotiation in a professional, open manner. I will be able to rationalize my position, and will invite the other party to rationalize theirs.
<input type="checkbox"/> Win-Win	I will approach the negotiation with a win-win attitude. I want the best outcome for myself and my employer.
<input type="checkbox"/> Get It In Writing	When appropriate, I will get the elements of the agreement in writing for my review.
<input type="checkbox"/> Outcome	I have visualized what I want the outcome to be, and have worked toward it in my preparation and in the negotiation process. I am content with the outcome.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	