

Negotiating Offers

Top 10 Mistakes

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10 Easy Steps
to get the
Job You Want!

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- 1. Being unrealistic.** Make sure you do your homework and know your market worth before going into the job offer negotiation. If your requests are unrealistic, they will surely be rejected.
- 2. Being unprepared.** In addition to doing your research, you should also practice your negotiating tactics in advance. The better prepared you are, the better chances of a win-win outcome.
- 3. Focusing on the wrong things.** Identify what's truly important to you and pick your battles accordingly. Focusing on details that are of relative unimportance will not get you anywhere.
- 4. Not getting it in writing.** You don't want to be in a "he said - she said" situation, where verbal indications or promises mean nothing. If you get it in writing, the facts won't be in question.
- 5. Not focusing on total rewards.** Too many people turn down an otherwise good offer based on salary considerations alone. Analyze the whole package before making a decision on the offer.
- 6. Not being able to support your position.** Making requests without being able to back them up with your credentials and experience is a bad move. Be able to substantiate your requests appropriately.
- 7. Being dishonest.** Always negotiate from a place of honesty and sincerity. Don't lie or mislead anyone along the way - it may come back to haunt you.
- 8. Playing hard ball.** While you shouldn't compromise on your must-haves, don't come across as pushy or demanding. A win-win approach is much more effective.
- 9. Playing hard to get.** Don't make veiled threats or delay your response to the offer. It can be withdrawn if you hold off too long hoping for something else to come through.
- 10. Mishandling multiple offers.** Having multiple offers does give you both security and leverage, but don't press your luck. Decide which offer is best for you and negotiate from there.

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