

Negotiate Your Ideal Compensation

Your Checklist for Success

- Research the industry, location and current job openings to determine what you are worth in the job market, and specifically this company.

- Define your lowest acceptable compensation package.

- Define your ideal compensation package, and be prepared to explain how you came up with your numbers.

- Let the employer mention salary first. If you are pressured to provide a salary, provide a *range* based on your research, your minimum acceptable salary and your ideal salary.

- Get a copy of the formal job offer in writing.

- Evaluate all aspects of the offer: compensation, job responsibilities, growth opportunities, company culture and reputation, etc. Weigh each against the things that are most important to you and your family.

- When negotiating, focus on your value to the company, not your personal needs.

- Give the hiring manager a specific date by which you will respond to the job offer (negotiate the date if necessary).

- If you have multiple job offers, use the Evaluate Multiple Job Offers worksheet.

- Be enthusiastic and positive.

