



Negotiating Offers

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+ Be prepared.

- Know your worth!
 - Try [salary.com](https://www.salary.com) for position and geographic data
 - Think about cost of living
 - Assess yourself



+ Ask for more time.

- Let the employer offer a salary figure first
- Be silent: stop and reflect
- Ask for time to fully consider the offer
- Do not negotiate on the spot



+ Clarify details.

- Salary
- Other compensation
- Location/Schedule
- Vacation time
- Accelerated review
- Appointment details



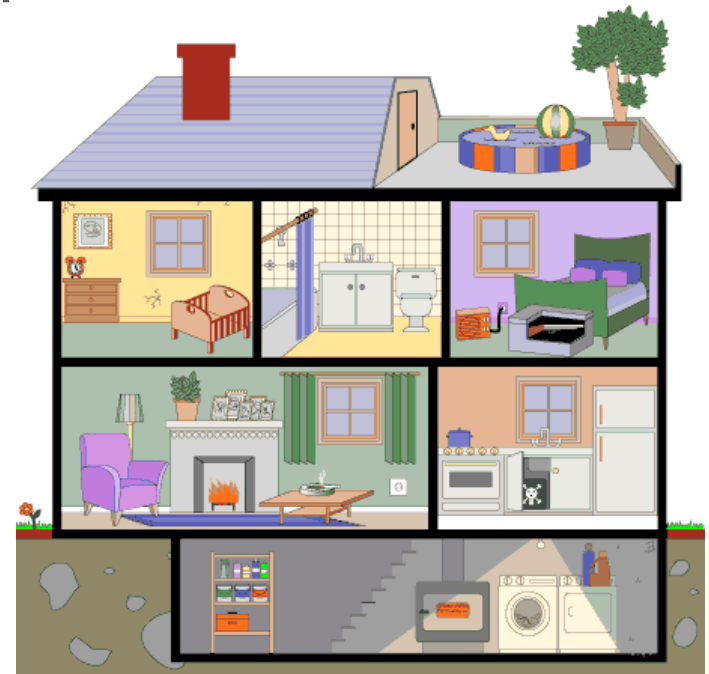
+ The salary.

- Base pay?
- Guaranteed? And for how long?
- 9-month or 12-month pay?
- Consulting?



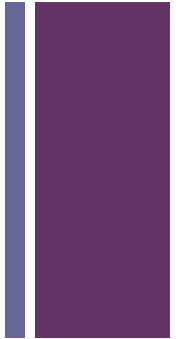
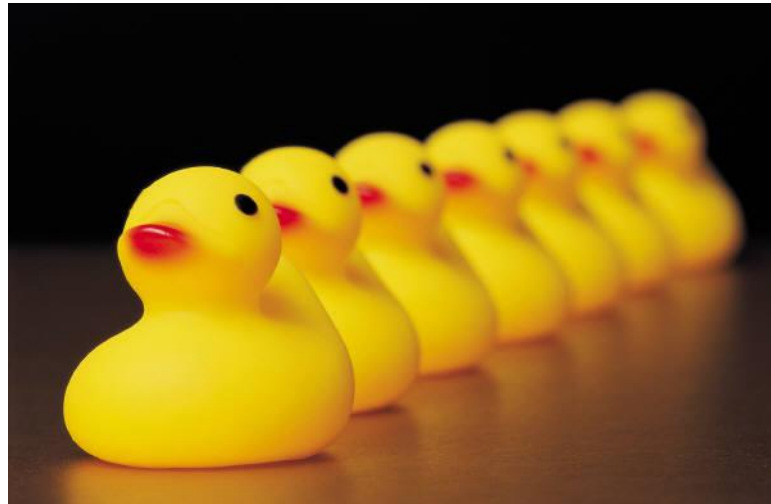
+ Other compensation.

- Health, dental, vision, life insurance...
- Tuition support for family?
- Moving expenses?
- Availability of housing subsidy?
- Telecommuting one day/week?



+ Examine your priorities.

- Identify your list of priorities
- Know which are—and are not—negotiable



+ Negotiate!

- Reiterate your interest and enthusiasm
- Restate your qualifications
- Present requests clearly
- Be prepared to make trade-offs
- Be creative in generating solutions



+ Get your offer in writing.

- Always get the offer and any revisions in writing
- Send thank you notes to key players involved in process



+ Good luck!

