

Negotiation Checklist: Use this checklist to prepare for negotiation	
Research industry salary standards	<input type="checkbox"/> Find out the typical salary range for your position in your industry and location. Online resources like salary surveys and websites can help. Check out Glassdoor.com or Salary.com
	<input type="checkbox"/> List salary range here:
Evaluate your worth and be confident	<input type="checkbox"/> Assess your skills, experience, qualifications, and the value you bring to the company. Consider any relevant certifications or unique strengths.
	<input type="checkbox"/> List 3 skills or experiences here:
Determine your minimum acceptable salary	<input type="checkbox"/> Calculate your budget and financial needs to establish the minimum salary you can accept.
	<input type="checkbox"/> List minimum salary here:
Wait for the Right Moment:	<input type="checkbox"/> Don't bring up salary too early in the interview process. Wait until you have a job offer.
Express Enthusiasm and Gratitude	<input type="checkbox"/> When you receive an offer, express your enthusiasm for the job and gratitude for the offer. This sets a positive tone for the negotiation.
Request Time to Consider	<input type="checkbox"/> Politely ask for some time to evaluate the offer. This gives you a chance to review the details and gather your thoughts.
	<input type="checkbox"/> Consider the potential for overtime, remote work options, and flexibility.
Make a Realistic Counteroffer	<input type="checkbox"/> Prepare a counteroffer based on your research and assessment. Politely and professionally explain why you believe your counteroffer is justified. Focus on the value you bring to the organization.
	<input type="checkbox"/> Remember, you will not be taken seriously if they are offering \$40,000 and you ask for \$75,000. Generally, your request should be somewhere between 5% - 25% with most being in the 7%-10% range. For this example, if you are offered \$40,000, you might ask for \$44,000 or \$45,000 and see how they respond.
Be Flexible	<input type="checkbox"/> Be open to compromise. Consider other forms of compensation, such as bonuses, benefits, or additional vacation days, if the base salary is not negotiable.
Ask for it in writing	<input type="checkbox"/> If you reach an agreement, ask for it in writing. This ensures that both parties have a clear understanding of the terms.
Follow Up	<input type="checkbox"/> After the negotiation is complete and you've accepted the offer, send a thank-you email or letter to express your gratitude and enthusiasm for the position.