

Negotiation Suggestions

Salary & Benefits

- **Do** know the salary you can reasonably accept and expect for the type of position your interviewing for taking into consideration your experience, education, your geographical location, and the industry wage standards. To determine the salary that you can reasonably accept, fill out the “Monthly Expenses Worksheet” attached to this checklist. To determine the salary range that you should expect either contact the company or visit the following websites:
 - Illinois workNet – Wages & Trends
 - Payscale.com - <http://www.payscale.com>
- **Do** ask for the company’s usual salary range for that type of position if the interviewer asks you specifically what salary you expect.
- **Do** decide what benefits are important to you. Some benefits to consider could include:
 - Non-Salary Compensation
 - Performance Bonuses
 - Profit-Sharing
 - Severance Packages
 - Signing Bonuses
 - Stock Options
 - Relocation Expenses
 - Job-Specific
 - Flexible Work Schedule
 - Option to Work at Home
 - Other Benefits
 - Company Car
 - Continuing Education Opportunities
 - Insurance
 - Pension Plans
 - Parking Privileges
 - Time-off
 - Training Opportunities
- **Don’t** put a specific salary requirement on your resume or application form; say that your requirements are "negotiable" or "competitive."
- **Don't** be the first to mention salary during the job interview. Let the employer introduce salary first.

General Tips

- **Do** include a few benefits that are expendable when negotiating so that you can drop them in concession to the employer during negotiations.
- **Do** be prepared for any reaction to your counter proposal during negotiations, from complete acceptance to agreeing to some concessions to refusal to negotiate.
- **Don’t** become emotional or hostile by letting your need for the job affect your negotiating. Use your skills, experience, and education to successfully negotiate.
- **Don't** begin negotiations at the time the initial job offer is made. Thank the employer for the offer and express your strong interest in the job and request at least 24 hours to consider it, even when saying "Yes."
- **Don't** put companies into a bidding war over you if you have multiple job offers; it rarely works

Accepting an Offer

- **Do** request that the offer be put in writing when you reach an agreement.
- **Do** remember that once the employer agrees to your compensation requests, the negotiations are over.

Good Resource

- For additional tips on negotiating a job offer, please visit the following website. It is written for women, but can be useful to anyone. http://infohost.nmt.edu/~val/howto_salary/index.html

Monthly Expenses Worksheet		
Expense Type	Monthly Cost	Subtotals
Home		
Mortgage or Rent	\$	
Homeowners / Renters Insurance	\$	
Property Taxes	\$	
Home Repairs / Maintenance	\$	
Home Owner's Association Dues	\$	
Home Improvements	\$	
Home Subtotal		
Utilities		
Electricity	\$	
Water and Sewer	\$	
Natural Gas or Oil	\$	
Telephone (Land Line)	\$	
Telephone (Cell Phone)	\$	
Internet (Dial-up, Cable, DSL, etc.)	\$	
Utilities Subtotal		\$
Food		
Groceries	\$	
Eating Out, Lunches, Snacks	\$	
Food Subtotal		\$
Family Obligations		
Child Support	\$	
Alimony	\$	
Day Care, Babysitting	\$	
Family Obligations Subtotal		\$
Health & Medical		
Insurance (Medical, Dental, Vision, etc.)	\$	
Un-reimbursed Expenses, Co-pays	\$	
Fitness (Yoga, Massage, Gym)	\$	
Health & Medical Subtotal		\$
Transportation		
Car payments	\$	
Gasoline, Oil	\$	
Repairs, Maintenance, Fees	\$	
Insurance	\$	
Parking	\$	
Other (Tolls, Bus, Subway, Taxis)	\$	
Transportation Subtotal		\$

Debt Payments		
Credit Cards	\$	
Student Loans	\$	
Other Loans	\$	
Debt Payments Subtotal		\$
Entertainment & Recreation		
Cable TV, Satellite, Movie Rentals, Movies	\$	
Computer Expenses	\$	
Hobbies	\$	
Subscriptions and Dues	\$	
Vacations	\$	
Entertainment & Recreation Subtotal		\$
Pets		
Food	\$	
Grooming	\$	
Boarding	\$	
Vet	\$	
Pets Subtotal		\$
Clothing		
Purchases	\$	
Dry Cleaning	\$	
Laundromat	\$	
Clothing Subtotal		\$
Investments & Savings		
401(K) or IRA	\$	
Stocks, Bonds, Mutual Funds	\$	
College Fund(s)	\$	
Savings	\$	
Emergency Fund	\$	
Investments & Savings Subtotal		\$
Miscellaneous		
Toiletries, Household Products	\$	
Gifts / Donations	\$	
Grooming (Hair, Make-up, etc.)	\$	
Other Expenses <i>(Use additional sheets as needed)</i>	\$	
Miscellaneous Subtotal		\$
Total Monthly Expenses		\$
		x 12
Total Yearly Expenses		\$