

THE ESSENTIALS OF NEGOTIATION

TOOLS FOR NEGOTIATING YOUR JOB OFFER

CLARIFY YOUR NEEDS

Take some time to reflect: (1) How does this job fit in with your longer-term career plans? (2) What are your *needs* vs *wants*? Explore what is negotiable vs what isn't.

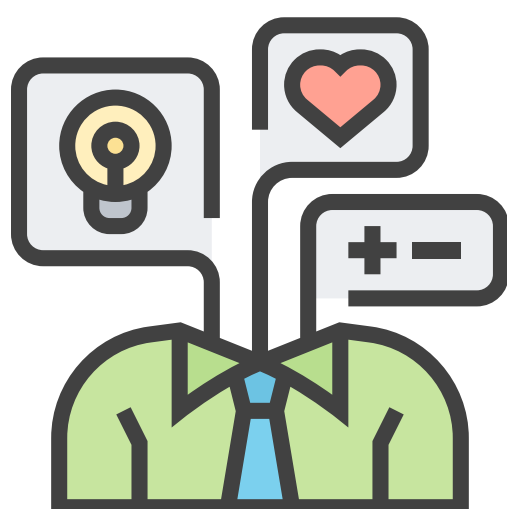


RESEARCH THE MARKET

Learn about the person with whom you will negotiate and what they, the team and the organization need. Talk with alumni and previous employees who know the organization. Read annual reports, industry materials and network to explore this further.

PREPARE & PRACTICE

Develop your negotiation strategy by prioritizing what's most important to you right now. Practice your negotiations with a trusted friend or colleague. Remember to choose 2-3 strong qualifications that underscore the unique value you bring to the organization.



ASSUME A CAREER MINDSET

Throughout the interview and negotiation process, remember to maintain an enthusiastic and flexible approach. Be confident with your asks, and be curious/seek to understand when you receive an unexpected counter-offer.

ACCEPT/DECLINE GRACIOUSLY

It is critical to maintain a positive relationship with everyone you encounter during the recruitment cycle. Express your gratitude, be timely with your decision, and be concise and gracious with your response.

