

Your hard work has paid off! You anticipate/have a job offer ... your job search is almost complete. It's time to discuss the offer with your prospective employer—this is your opportunity to negotiate. Know what is important to you and be prepared. Use this time of leverage to your advantage!

Here are some tips for negotiating your salary offer:

- It's important to understand that negotiating your salary is a normal part of the hiring process.
- Most employers realize that potential new employees have specific wants and needs—they will want you to be happy and engaged from day one, so they are willing to listen to your needs and negotiate where they can, based on company policies.
- Early in your MRA career transition program, you put together a list of next job must haves using Resource 1.5 Aligning Values.. Now is the time to review this list and compare it to your offer. (Use the list below, too, as you consider your offer.)
- Remember, the best time to negotiate is before accepting the offer. Focus on the value you bring to the company ... use this as your springboard.
- Prioritize. Start with what is most important to you.
- Be firm and confident. Don't be pushy or overreach.
- Keep it work-related and future-focused. Don't mention personal needs.
- It's OK to counter.
- It's OK to ask for 1–3 business days to consider the offer.
- Remember, salary isn't the only negotiable. Benefits, job title, work-from-home arrangements, parking, etc., are all items that are negotiable.

After reviewing your Next Job Must-Haves, use the list below to further refine your counteroffer. Remember to prioritize your list.

- Base salary
- Start date
- Flexible work schedule
- Tuition reimbursement
- Auto (car, mileage) if applicable
- Signing bonus, other bonuses and incentives
- Stock options
- Job title
- Vacation/PTO
- Work-from-home arrangement
- Relocation expenses
- Professional dues, memberships, subscriptions
- Laptop, cellphone, home office equipment or stipends
- Mention any pre-planned or pending dates, i.e., already booked vacation, family obligations, etc.