

NEGOTIATION MEETING TEMPLATE

Instructions:

Fill in this template and customize it to fit your situation. Then delete any instructions you no longer need. You don't want any clutter in the final script.

For a phone meeting, use the script. In person or via Skype, have it memorized, maybe with a few notes on a notepad to glance at during the meeting.

"Thanks for making time to meet with me. I'd like to discuss: _____
_____."

(List items, or just say "salary and a few other items." Items for negotiation might include salary, bonuses, stock options, 401K match, date of first salary review, expense account, perks, benefits, start date, work schedule, telecommuting, PTO etc. – even job title and responsibilities in some cases. Use your best judgment.)

"Can we start with _____?" (Hint: It's usually best to start with salary.)

SALARY

"Your salary offer is \$_____. What I have in mind is more like \$_____, because:

(Fill in reasons based on your value, what you can do for them, and/or research on sites like Payscale, Salary, Indeed, Glassdoor, SalaryList, SalaryExpert, Department of Labor.)

- _____
- _____
- _____
- _____

"What can we work out here?"

(Discuss. If they need to get back to you on this, ask when you should expect to hear back. Express appreciation and move on to next item.)

NEXT ITEM: _____

Offer: _____

What you want: _____ because _____

"What kind of flexibility do you have on this?"

(Discuss, etc., move on to next item.)

NEXT ITEM: _____

Offer: _____

What you want: _____ because _____

"What's possible around this?"
(Discuss, express appreciation and move on to next item.)

NEXT ITEM: _____

Offer: _____

What you want: _____ because _____

"How can you and I work together to improve this?"
(Discuss, etc., move on to next item.)

NEXT ITEM: _____

Offer: _____

What you want: _____ because _____

"How can you and I work together to improve this?"
(Discuss, etc., move on to next item.)

ADDITIONAL ITEMS: _____

(Write out any additional items the same way. Think in terms of 3-6 items, maybe more if you're an executive. When you've gone through all your items, ask an open-ended question like this:)

"Can you think of anything else we can work out to make this an ideal package?"

At the end:

- Express appreciation
- Clarify next step / timeframe for same

After the meeting, send an email, again expressing appreciation, including anything new that was offered, and above all confirming the next step – e.g. that they will get back to you with a new offer – and when that will happen.

For one-on-one coaching, email Thea Kelley: thea@theakelley.com