



# Job negotiation



## Prepare yourself

1

### Research

Do your research before entering into negotiations. Find credible information to see how much you should be paid for the job.

2

### Set a baseline

How much do you want to end up with? Set a baseline that you won't drop below and determine what secondary benefits would be up to your liking.

3

### Have some change

Negotiation is a game. You want to be paid a bit more and the employer wants to pay you a bit less. Determine the figure you'll say yes to and then set your goal a little bit higher.

4

### Employer's gains

You're not the only one who wants to negotiate. Try to figure out what the employer stands to gain by hiring you.



## Don't forget!

1

### Secondary

It's not all about the money! Don't forget secondary benefits. Your salary may seem more attractive if you take these into consideration. These too can often be negotiated.



Secondary benefits can be small things like a phone or a laptop but can also include a lease car, bicycle, bonuses, 13th month and study opportunities.



# Job negotiation



## The negotiation

1

### Let's start!

Now that you know what you want it is showtime! You might be talking to your future manager or maybe a member of the HR department. Whoever it will be: stay calm and stick to your game plan.

2

### Strategies

Experts will tell you there are a lot of ways to negotiate your contract and salary. The overall message is don't be too hasty, stick to your goal but be flexible and don't bite when the offer is too low.

# How to negotiate

Why negotiate on your first job offer? It might make you feel uncomfortable or grasping. If this is your first time negotiating, you might even be afraid of losing the job. Don't worry! It'll be fine. The goal of negotiating is not just to reach a deal, but to get a *good* deal. And we all deserve a good deal, right? Here are some tips to make negotiating easier.



## Assess

1

### Weigh up the benefits

If you start negotiating, it's wise to know what you want and if there are any alternatives.

2

### Alternatives

Do you want a higher income or are you fine with secondary benefits like a lease car or travel expenses?

3

### Bottom line

How much leeway do you have in your negotiation? In other words, how low can you go?

4

### What do you want?

Think about what you want, but do be realistic. This is what you bring to the table.



## Ask

1

### Unique

Engage in conversation and share what you think makes you unique.

2

### Ask

Ask what makes your employer unique within their field of work.

3

### Create value

Match both unique traits and define your own value proposition.

4

### Define

Define why your value proposition should result in a better deal for you.

# The outcome



## Package

1

### Package

Create an acceptable package of demands to present to your negotiating partner.

2

### Trade

Now begins a game of give and take. Try to play tactically: stick to what you want but be reasonable. End up somewhere in the middle and never below what you really wanted to begin with.



## Wrapping up

1

### Yes or no?

Now comes the time to learn if you can get what you want (+ a bit more) or if there is little room for negotiation. Don't take offers that are too low for the job or that won't allow you to make a decent living. If money really becomes that big a deal, be prepared to walk away.



Oh, one more thing!  
Can you start working tomorrow?