

Ensure Successful Employment Negotiations

Question:

How do I sharpen my employee negotiation skills?

Answer:

A negotiation is a series of give-and-take agreements that benefit both parties. It must remain win-win to be an energizing experience and create the best deal for all involved. These tips will help you get prepared, anticipate demands, and act firmly:

- **Put all compensation options on the table to maximize the pie.** Include salary, incentives, benefits, prerequisites, and opportunities for career advancement.
- **Keep your ears and mind open.** Listen and recognize what the candidate values.
- **Think outside of the paycheck.** Be prepared to offer



incentives such as flextime, childcare, or telecommuting.

- **Speak First.** A positive opening statement from you builds trust and goodwill with the potential new hire.
- **Sit on it.** Avoid being perceived as a pushover by working a concession into the deal at a later point, not the moment that you recognize you can compromise.

Question:

How do I negotiate the smartest deal with a prospective employer?

Answer:

Chances are, you've already been through screening, interviewing, assessment testing, and referencing by the time a negotiation begins. Know what you want out of the deal before sitting down at the table and stick to your values and requirements:

- **Prepare and rehearse** how "high" you are willing to go and what compromises you are willing to make to determine your "walk-away" point.
- **Consider taking incentives** such as flextime, childcare, or telecommuting to sweeten the overall offer.
- **Ask the employer to put agreements in writing** to avoid backtracking later in the process.
- **Be leery of a recruiter who gets emotional** and starts to play hardball. If negotiations take a negative turn, irreparable damage to your morale may occur before the job begins.
- **After you've reached an acceptable agreement, allow time to reflect and review all the terms of the deal.** There may still be ways to improve the final agreement for both parties.



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