Negotiation Script Worksheet

1. Express your gratitude for the offer and interest in the position. Be respectful, polite and reasonable.

2. Inform employer that you would like to discuss the “initial” offer.

3. Highlight specific skills, certifications, experience, what makes you a unique asset to the company:
   
   __________________________________________________________________________________
   
   __________________________________________________________________________________
   
   __________________________________________________________________________________

4. Points to negotiate in priority order:
   
   1. __________________________________________________________
   
   2. __________________________________________________________
   
   3. __________________________________________________________
   
   4. __________________________________________________________
   
   5. __________________________________________________________

5. Negotiate each point and reach a closure before moving to the next item.

6. Summarize the offer to ensure that you and the employer are clear on the final offer agreement. Request the offer in writing.

7. Get permission to consider the offer and confirm when you need to get back to employer with a response.

8. Reiterate your gratitude and interest in the offer.

Content adapted from novaworks.org