

The 10 Rules of Job Negotiation

Finally, it's happening. You have received an offer for the position. You have gone through the tedious process of getting to the final stage for the position you want. The position that you are about to negotiate may be from your existing company in the form of a promotion or a new position. When it comes to negotiating there are certain rules you should follow

Rule #1 - Recognize you can only negotiate once they have made you a solid offer. Often people will begin negotiating mistakenly, before an offer has been made. A frequent example of this is that in one of the initial interviews the interviewer will ask how much money you want to make. Many people will respond with a number that they can work with or give them an improved salary range. Keep in mind that the only reason the question has been asked is to eliminate you, because you are too expensive or inexpensive. Give them an answer that will not eliminate you at this time

For an offer to be made, there must be a start date and conditions of employment, (i.e., salary, duties, benefits, etc.) Be sure you have received an offer. If you are not sure, ask if it is in fact an offer for employment before negotiations

Rule #2 - Look at the entire package being offered to you. Look at all the aspects of the position: Start date, salary, bonuses, stock options/equity/401k, location, sick days, review dates and responsibilities. Know what they are offering before you ask for more

Rule #3 - Determine what you must have and what you would like to have. Be sure to make a list of what you need and another list of what you desire. List them in order of importance to you. Very trivial items should not be brought to the negotiating arena; you can ask for those items later after you have started. An example of this is when you need a day off for a doctor's appointment, which was set before you were offered this position. Do not bring this as part of the negotiations. Once you are on the job, you may mention it to them

Rule #4 - Make a list of what you bring to them. Know what it is that you will be giving and offering to the organization. List what they liked about you or what strengths that appeared to excite them as you were going through the interviewing process. Also, list anything you feel you will bring from skills you have, to things you are willing to do, such as putting in extra time

Rule #5 - Plan to negotiate only on a win-win basis. Simply put, " you must give something, if you want to take something." This is one of the reasons you must list everything you will be bringing to them. You need to be prepared to provide what you will give them as you are asking for things from them

Rule #6 - Negotiate immediately. You want to negotiate quickly because this is when the maximum point of interest is focused on you. The longer you wait to negotiate the more likely the interest in you starts to diminish

Rule #7 - Show a constant genuine interest in and excitement about the position. Never let them feel that you are not interested in the position. This is a very important rule in negotiating the offer

Rule #8 - Recognize your capabilities in negotiating. Not everyone is well equipped to be a negotiator. Recognize your strengths and weaknesses in this area, and, in turn, you will do better in the negotiation process

Rule #9 - Do not allow yourself to become emotional in the negotiating process. This is an important rule, because the more emotional you become the weaker you will be negotiating. This means you do not want to negotiate on principles and beliefs, but rather facts from the interviewer's perspective. Stay objective so you are not emotional and utilize the emotions of the prospective employer

Rule #10 - It is not mandatory to negotiate if you receive the offer wanted. Accept the job. Do not negotiate only for the sake of negotiating. It could be perceived as greed. Negotiate only because you need certain things in order to make this a win win situation for you and the employer

When negotiations are handled properly, people will walk away from the situation feeling they have gotten what they wanted. Handle your career negotiations using these rules and everyone will begin feeling excited about their new association.