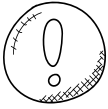# Negotiating Job Offers Worksheet

Instructions

This worksheet is a companion to the Negotiating Job Offers Activity in Moodle. It is suggested that you keep the activity instructions open in your computer as you fill in this worksheet.

Research Part 1

First and foremost, you need to know the answers to these questions:

What are your values?

What do you have to offer?

What are your expectations of the role and organization?

Royal Roads
UNIVERSITY
Career Learning and Development

What are the hours you want to work? Remote or not?

What type of corporate culture do you want to work in, e.g., casual? formal?

What are your career goals?

After you've answered all of the above, make sure you have prioritized your criteria before entering into any negotiations.

Research Part 2

Know what you are (or are not) bringing to the table. Write this down below.

What skills and experience are you bringing to the negotiation?

When you are grounded in knowing your skills and experience from your roles and education, you can objectively determine how your qualifications compare to the requirements of any job posting.

Research Part 3

Know the current market salary for the position. Search for job postings with similar job titles or responsibilities. Start in your local area (expand further if needed) and make notes below of the salaries listed in the postings. Use the research sites listed in the course site in Moodle to help you with your search.

Write down the salaries or pay ranges/scales that you found in your research:

Reflection

Take a moment to recall and reflect on the last job offer that you negotiated. On a scale of 1-10 (low to high), how would you rate your execution? : _____

What did you do well?

What might you do differently next time?