



Negotiations: Getting Your Worth

CAREER DEVELOPMENT OFFICE

Role-Play Worksheet: Developing a negotiations strategy/response to an offer

1. Decide what you are negotiating for (time, money, relocation, etc.) _____

2. How will you start the conversation? _____

These are ideas to get you started, but you should modify the phrasing to fit your personal style and the situation:

"Thank you for meeting to discuss the details of your offer."

"Thank you for this offer. While the salary is competitive, according to my research, a fair salary range for people doing this job with similar qualifications is from \$_____ to \$_____. Can we discuss a negotiable amount within this range?"

"Thank you for this offer. I am really excited and open to discussing a few things with you specific to the salary."

"We share common goals, such as _____. Please know that I am open and committed to reaching these goals, and would like to discuss negotiable options to the offer."

"Given my previous experience doing _____. I believe this is a fair range for this position."

"It sounds like you and I are on the same page about what I can contribute to the company."

3. Write down three values statements about yourself (accomplishments, experiences, academic credentials, skills, awards/recognition, etc) that you will use in your negotiation. Consider what you are bringing to the role that is above and beyond what is on the job description or what can set you apart from other candidates.

1) _____

2) _____

3) _____

4. Write down two benefits that would make this offer especially compelling to you i.e., advancement, relocation, professional dev, mentoring, signing bonus, etc. If salary is not negotiable.

1) _____

2) _____

5. Determine your worth! Write down your value range: What are your upper and lower limits?

➡ Aspiration goal: **TARGET VALUE TV** \$ _____

o What would you love to achieve in your negotiation? Be realistic

➡ Best Alternative to a Negotiated Agreement: **BATNA** \$ _____

o What is your status quo or other option that you are willing to accept?

➡ Bottom Line: **RESERVATION VALUE RV** \$ _____