

Negotiation List

Here are some items to think about before your job negotiation. Put a check mark () next to the items that are relevant to you and add other items not on this list.

Compensation	Hours, Location & Benefits	Advancement Items
<input type="checkbox"/> Base salary	<input type="checkbox"/> Work days	<input type="checkbox"/> Title
<input type="checkbox"/> Hourly rate	<input type="checkbox"/> Weekly work hours	<input type="checkbox"/> Training
<input type="checkbox"/> Annual bonus	<input type="checkbox"/> Health insurance	<input type="checkbox"/> Length of time until promotion
<input type="checkbox"/> Signing bonus	<input type="checkbox"/> Vacation	<input type="checkbox"/> Clear deliverables required for promotion
<input type="checkbox"/> Retainer	<input type="checkbox"/> Specific vacation days needed	<input type="checkbox"/> Clear deliverables required for pay raise
<input type="checkbox"/> Commission	<input type="checkbox"/> Unpaid time off	<input type="checkbox"/> Reporting structure
<input type="checkbox"/> Stock options	<input type="checkbox"/> Sabbatical	<input type="checkbox"/> Direct reports
<input type="checkbox"/> Pension plan	<input type="checkbox"/> Work from home	<input type="checkbox"/> Scope of responsibilities
<input type="checkbox"/> 401(k) matching	<input type="checkbox"/> % of time in business travel	<input type="checkbox"/> Registration for major conventions
<input type="checkbox"/> Housing allowance	<input type="checkbox"/> Gym membership	<input type="checkbox"/> Other:
<input type="checkbox"/> Car allowance	<input type="checkbox"/> Concierge services	
<input type="checkbox"/> Other:	<input type="checkbox"/> Tuition assistance	
	<input type="checkbox"/> Other:	