

# NEGOTIATING CHEAT SHEET

As heard on Words and Money Episode 019 with Bridget Eastgaard

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## *they will not rescind your offer*

Your employer is trying to get the most amount of work out of you for the least amount of money. So you have to try to get the most amount of money out of them.

What they're offering you is usually below what they can actually afford to pay.

2

## *"he who speaks first, loses"*

Never put the money on the table first, wait for them to put a number forward and negotiate off of that.

In a job interview, when they ask "What is your salary expectation?" Your response should be: "I'm certain that I will be compensated fairly based on my level of education and experience and I trust you to make that decision."

If they pry again, respond: "I'm really not comfortable discussing salary until a formal offer is put forward."

3

## *wait for the written offer*

...with the salary written down. It will take a few days to receive after the interview or verbal offer was made. Tell them you want 24-48 hours to review it.

"It keeps all the control on your side of the table because now they're worried that you're not going to accept."

4

## *ask for 5-10% higher*

...or any other changes you are looking for. Don't forget: Benefits are included in the negotiation. They are a part of your compensation package.

Say "I think what you offered me is very fair, but I was hoping to get \_\_\_." They will either give that to you or meet you halfway.

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## *be thankful*

Be thankful and grateful for them offering you a job. Don't forget to send a hand-written thank you card and be very gracious for their time.

It can be an uncomfortable conversation, but if you're willing to be uncomfortable for 20 minutes — \$5,000 is the easiest money I've earned in 20 minutes, ever, so I always encourage people to try negotiating your salary.

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