

## Job Negotiation Checklist

This resource offers a checklist to guide individuals through the negotiation process when considering a job offer. Included are potential factors to consider and strategies for engaging in productive negotiation conversations to ensure candidates feel empowered and well-prepared.

### Negotiation Preparation

✓	Item	Description	Completion Date
	Key points	Identify three to five key points that you wish to negotiate ( <i>see negotiation considerations below</i> )	
	Support	For each key point, provide support for your stance (education, experience, specialized certifications)	
	Trusted advisor(s)	Reach out to mentors, family, or co-residents and ask them to read a draft of your points of negotiation. They are looking for purpose, tone, and clarity.	
	Research	Spend the time to analyze salary trends, geographic location, job requirements, benefits, and culture for the company ( <i>check out the <a href="#">ASHP Podcast: Job Negotiations – Focus on First Post-Residency Positions</a></i> )	
	Prioritization	Be familiar with your list of priorities and which you might be willing to compromise on.	
	Active Negotiation	Practice negotiation conversations with a co-resident, friend, or family member if active negotiations will be discussed over the phone or in person or have someone you trust proofread the negotiation email if communication will be virtual.	

### Negotiation Considerations

✓	Item
	Salary or hourly wage
	Insurance coverage options and FSA/HSA options
	Start date
	Work schedule (preferred hours, flexibility in scheduling, on-call duties, weekend staffing, overtime)
	Paid time off (PTO) accrual rate; availability of PTO during orientation, first 90 days, and/or holidays
	Sponsoring professional development opportunities (board certification, license renewal, conference attendance, professional association membership)
	Annual raise (how is it determined)
	Bonus potential including amount, type (preceptor bonus, referral bonus, certification bonus, merit, etc.), timeliness of payment
	Relocation reimbursement
	Tuition reimbursement, student-loan options (Public Student Loan Forgiveness (PSLF) qualification)
	Employee discounts (local and/or national)
	Retirement account employer contributions and vesting schedule
	Parking and/or commuter assistance
	Protected research/project time
	Childcare assistance or programs
	Wellness benefits (employee assistance programs, gym membership, etc.)

## Active Negotiation

✓	Item	Description	Completion Date
	Negotiation partner	Understand who you are negotiating with. It is often HR, a hiring manager, or a combination of the two. This affects turnaround time on their counterproposal.	
	Timing	Be aware of the timeline of the offer and keep open communication before the decision deadline. Don't feel pressured. Take the time (within reason) to make the decision and discuss with family, friends, mentors.	
	Transparency	Know that you are on the same team, express enthusiasm, ask questions, and keep negotiations succinct. Avoid giving ultimatums.	
	Decision	Keep communication professional and be proud of your decision regardless of the commitment you make.	

## Post Negotiation / Implementation

✓	Item	Description	Completion Date
	Follow-up email	Be courteous, professional, and thankful for the opportunity regardless of the situation or outcome.	
	Hand-written thank you card	Show enthusiasm to join the new staff and gratitude for the opportunity ahead.	
	Schedule	Confirm start date, orientation, expectations prior to start date. Schedule the law exam appropriately and obtain state licensure on time, if applicable.	
	Boundaries	Be cautious about starting work related activities prior to the start date. Keep current responsibilities a priority (i.e. residency, current employment)	

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## References & Additional Resources:

ASHPOfficial Podcast: [Job Negotiations – Focus on First Post-Residency Positions](#)

“Job Offers & Salary Negotiation.” *Office of Career Strategy - Yale University*, 12 July 2023, [ocs.yale.edu/job-offers-salary-negotiation/](https://ocs.yale.edu/job-offers-salary-negotiation/).

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Adelman-Elavsky M, Cullen M. [A practical guide for new practitioners: considerations when negotiating your first job offer](#). *Am J Health Syst Pharm*. 2020; 77:923-26.

For questions regarding this document, please contact [newpractitioners@ashp.org](mailto:newpractitioners@ashp.org)  
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