

## 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) |                 |

### **Additional ASHP Resources**

- [Job Negotiations – Focus on First Post-Residency Positions Podcast](#)
- [Personal Financial Management Learning Bursts](#)
- *AJHP*: [A practical guide for new practitioners: considerations when negotiating your first job offer](#)

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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.

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