Negotiation Worksheet

Organization: _____ Location: _____

Position: _____Date of initial offer: _____

Negotiable Items	Initial Offer from the Organization	Your Response Date	Revised Offer from the Organization
Base Salary	**$**		**$**
Signing Bonus	**$**		**$**
Relocation Allowance	**$**		**$**

Basis for Performance **____ Personal** **____ Team** **Formula** _____

Bonus/Commission **____ Historical Data** **____ Company** **%_____**

Performance Review **How Often** #_____ **Potential % Salary Increase** % _____

Opportunity for Growth? **____ Yes** **____ No**

How Soon? _____

Career Enhancing? **____ Yes** **____ No**

Personal Development? **____ Yes** **____ No**

Relocation Allowance **$ Amount Offered** **$ _____**

Transportation Paid **____ Yes** **____ No**

Household Shipment **____ Yes** **Limit? $_____** **____ No**

Temp. Lodging/Meals **____ Yes** **# Days Allowed _____** **____ No**

Stock Option Purchase **__ Yes** **__ No**

# of Shares #_____

Over # of Years # _____

Shares # _____

Years # _____

Profit Sharing (401K)
Start Date:_____
Vesting Date: _____

Company Match: Yes / No
If Yes, How Much: _____%

Does it Increase Over Time: Yes / No
How Often: _____
How Much: _____

Pension (401A) **Start Date: _____** **Vesting Date: _____**

Health Benefits:
Start Date: _____
Out of Pocket $_____

Dental Benefits:
Start Date: _____
Out of Pocket $_____

Life Insurance **Personal Cost** **Yes / No**
$ Amount _____ **If Yes, How Much $_____**

Vacation Days #_____

Holidays #_____

Accumulative? **Yes / No**

Pay for Unused Days? **Yes / No**

Tuition Reimbursement
___ Yes **___ No**

Cost of Living Index for Company Location
#_____

Weather
Like / OK / Dislike

Other Intangibles