

Offer negotiation checklist



Our offer negotiation checklist will help you navigate the complexities of offer negotiation, ensuring clarity, fairness, and a positive outcome for all parties involved.

- ☐ Clearly define the salary range and benefits package.
- ☐ Understand the candidate's expectations and priorities.
- ☐ Be prepared with data to justify your offer.
- ☐ Keep the negotiation process transparent and respectful.
- ☐ Consider offering non-monetary benefits to bridge gaps.
- ☐ Communicate all terms clearly, including start date and responsibilities.
- ☐ Document the final agreement in writing.
- ☐ Get necessary approvals from management before finalizing.
- ☐ Follow up promptly to close the negotiation.