Salary/Compensation Negotiation Plan

For this exercise, imagine that you are requesting a promotion and/or raise at your current job or that you are interviewing for a new position. Please complete this planning document for that promotion or raise. Begin with section IV and then complete sections 1 through 3.

I. Preparation
   a. What is your best case scenario?

   b. What is your fallback position?

   c. What is your BATNA?

   d. What is your walkaway point?

II. Goals, Interests, Expectations
   a. What are your most important goals?

   b. What are your interests in achieving these goals?

   c. What is the basis (objective criteria) for your expectation of receiving these goals?

   d. What can you do to ensure that you carry these goals and expectations into your negotiation?

III. Engagement
   a. What rationale/story can you offer to justify your requests?

   b. What are the other party’s interests?

   c. Why might the other person say no?
d. How can you respond to the other party’s reasons/concerns?

e. How can your interests and the other party’s interests work together?

IV. Identify the issues that need to be addressed and briefly state your goals for each.

Salary

Vacation/Personal leave

Relocation Costs

Office space

Retirement

Educational/Training Benefits

Office hours

Telecommuting