

Negotiations Checklist

Company: _____ Meeting Date: _____

Benefit	Comment	Notes	OK
Base Salary	Usually depends on step within a given level. It may be more advantageous to start at the bottom step of a higher level.	_____ _____ _____	<input type="checkbox"/>
Bonus	You may negotiate a signing bonus, a performance bonus, or other. Cash or stock? How will the bonus be taxed?	_____ _____ _____	<input type="checkbox"/>
Stock Options	Amounts, types, vesting schedule?	_____ _____ _____	<input type="checkbox"/>
Profit sharing	Terms?	_____ _____ _____	<input type="checkbox"/>
Pension/401(k)	Likely not negotiable, but important to find out % of company matching, and investment options.	_____ _____ _____	<input type="checkbox"/>
Health insurance	What choices are available? Does your family have special needs? What about dental and/or optical, orthodontia, chiropractic? Yearly check-up?	_____ _____ _____	<input type="checkbox"/>
Life insurance	Can you purchase additional? What percentage/amount will be taxable?	_____ _____ _____	<input type="checkbox"/>
Vacation/ additional vacation	Policy may be rigid or flexible. Is vacation earned over time?	_____ _____ _____	<input type="checkbox"/>
Sick days		_____ _____ _____	<input type="checkbox"/>

Personal days/community service days		_____ _____ _____	<input type="checkbox"/>
Early review	With pay increase?	_____ _____ _____	<input type="checkbox"/>
Car, parking		_____ _____ _____	<input type="checkbox"/>
Travel	Amount required? Travel class? Reimbursement procedures and policies? Spouse travel? Company plane? Security?	_____ _____ _____	<input type="checkbox"/>
Company-provided laptop, cell phone	May be reimbursed if not provided.	_____ _____ _____	<input type="checkbox"/>
Assistant or secretary		_____ _____ _____	<input type="checkbox"/>
Training, seminars		_____ _____ _____	<input type="checkbox"/>
Education reimbursement or tuition	Family education benefits?	_____ _____ _____	<input type="checkbox"/>
Professional subscriptions, association memberships		_____ _____ _____	<input type="checkbox"/>
Child care		_____ _____ _____	<input type="checkbox"/>

Discounts for company products		_____ _____ _____	<input type="checkbox"/>
Company cafeteria		_____ _____ _____	<input type="checkbox"/>
Assistance with move	Pay for cost of move? Reimburse temporary accommodations? Purchase old home? Help with down payment on new home?	_____ _____ _____	<input type="checkbox"/>
Commute	Reimbursement if alternative transportation?	_____ _____ _____	<input type="checkbox"/>
Flex-time	Important because it doesn't cost the company.	_____ _____ _____	<input type="checkbox"/>
Work at home/telecommute	More and more widespread. Again, no additional cost to company.	_____ _____ _____	<input type="checkbox"/>
Additional retirement benefits	Matching? Deferred compensation?	_____ _____ _____	<input type="checkbox"/>
_____ _____ _____		_____ _____ _____	<input type="checkbox"/>
_____ _____ _____		_____ _____ _____	<input type="checkbox"/>