

Job Offer Evaluation/Negotiation Worksheet

This worksheet is intended to help you organize your values/needs in a position compared to the job offer. It is not intended to suggest that you negotiate on all points, just to merely consider what is most important to you.

	My Current Offer/Job Information	My Needs
Base Salary	Salary Offered:	Preferred Range:
Start Date	Job Start Date:	When you can start:
Additional Monetary Compensation	Offered:	Areas of importance for me: <ul style="list-style-type: none"> <input type="checkbox"/> Bonus <input type="checkbox"/> Overtime <input type="checkbox"/> Signing Bonus <input type="checkbox"/> Stock Options <input type="checkbox"/> Summer Teaching <input type="checkbox"/> Research Fund <input type="checkbox"/> Other
Relocation, Commute, and Parking	Relocation Expenses: Cost of Living increase/decrease: Commute Time: Parking:	Relocation Costs: Cost of living: Commute Time: Parking:
Paid Time Off	Paternity / Maternity leave <ul style="list-style-type: none"> <input type="checkbox"/> Yes, fully covered <input type="checkbox"/> Yes, partially covered <input type="checkbox"/> No, not covered Vacation Days: <ul style="list-style-type: none"> <input type="checkbox"/> Use it or lose it? Sick Days: <ul style="list-style-type: none"> <input type="checkbox"/> Use it or lose it? Working days or hours:	Paternity / Maternity leave: Vacation Days: Sick Days: Working days or hours:

Job Offer Evaluation/Negotiation Worksheet - Continued

	My Current Offer/Job Information	My Needs
Retirement Contribution ¹	Retirement Options:	My Retirement Needs:
Healthcare Coverage ²	Co-pay coverage:	Does the healthcare meet my needs?
Professional Development	Professional Development offered or available:	<input type="checkbox"/> Annual financial contribution <input type="checkbox"/> Conference attendance <input type="checkbox"/> Professional membership <input type="checkbox"/> Certifications / trainings available
Education / Family Benefits	Opportunities Provided:	<input type="checkbox"/> Tuition reimbursement <input type="checkbox"/> Financial help for children/family members <input type="checkbox"/> Day care <input type="checkbox"/> Spouse / Partner appointments
Flexible Work Schedules / Telecommute	Opportunities Provided:	<input type="checkbox"/> Flextime <input type="checkbox"/> Telecommuting
Research Funds/Start-Up	Offered:	<input type="checkbox"/> Office space <input type="checkbox"/> Laboratory facilities <input type="checkbox"/> Computer(s) / software <input type="checkbox"/> Teaching / research assistance <input type="checkbox"/> Research funds <input type="checkbox"/> Technology
Other		

Additional Academic Negotiating Resources: <http://www.columbia.edu/cu/tat/pdfs/negotiating.pdf>

¹ Types of plans, minimum/maximum contribution, time to being vested, company match/contribution

² Monthly co-pays, types of coverage