

Evaluate the Role/Offer Against Your Personal Criteria



You will need to decide, how important organisational, job content and remuneration factors are to you and how much influence you can have on each area during the negotiation.

We advise that you begin with the attitude that most elements are, in fact, negotiable in some way. An example: Location may first appear to be a non-negotiable element but there may be company policies such as “flexi-time” or “work from home options” which make this less of an issue. Add your considerations in the table below and add a rating score for how important this factor is to you from 1 – not very important through to 5 being very important to you. If you have an offer on the table, also tick whether the offer exceeds your needs & expectations (E), meets your needs (M) or falls short (X) in each area.

When you have completed the table, review your “most important” factors (where you have scored a 4 or 5 and whether the offer meets or exceeds all or most of these. Consider negotiating on the 3 -4 most important items which fall short or only just meet your minimum requirements.

In some cases, such as fitting with your values or size or ownership of company, or where the gaps seem too many and too wide, you may have to weigh up whether you are going to accept the role at all or walk away from the offer. Ultimately only you can make that decision.

Factor	Your Considerations/Notes	Importance rating 1 - 5	Exceeded (E) Met (M) Not met (X)
Size of Company			
Strength within the Industry			
Growth/ Mature/ Downsizing			
Profile/Status:			
Culture of the organisation			
Vision and Values of the organisation			
Leadership Style			
Potential to upskill, train, study or be promoted			
Environmental Considerations:			
Location			
Office layout			
Infrastructure			
Technology			

Factor	Your Considerations/Notes	Importance rating 1 - 5	Exceeded (E) Met (M) Not met (X)
Specific Company policies:			
Childcare Facilities or close to childcare			
Job sharing Policy			
Flexible working hours			
Other			
Job Content Factors:			
Match with Values, Drivers, Preferences.			
Good use of Skills, Experience and Qualifications.			
Opportunity to make a Contribution Immediately.			
Level of Responsibility/Decision making and Authority.			

Factor	Your Considerations/Notes	Importance rating 1 - 5	Exceeded (E) Met (M) Not met (X)
Job Content Factors cont:			
Title.			
Support Staff and Peer Support.			
Career Development/ Promotional Prospects:			
Logical succession plan			
Performance measurement system and review			
Training and Development / Mentoring			
Remuneration Factors:			
Salary.			
Bonus/Profit share/ Incentives.			
KiwiSaver. Superannuation			
Health Insurance/Life Insurance.			

Factor	Your Considerations/Notes	Importance rating 1 - 5	Exceeded (E) Met (M) Not met (X)
Remuneration Factors cont:			
Other Benefits/ Perks: – Company car – Computer – Phone – Credit card			
Study Leave/ Training Allowances.			
Professional Memberships.			
Travel Commitments			
Travel Perks/ Details: – Partner/spouse travel – Frequent flyer			
Additional Expenses Policy.			
Relocation Costs (if applicable).			
Holidays/ Sick Leave/ Special Leave Redundancy Package Long Service Leave.			
Restraint of Trade Non-Compete			