



## NEGOTIATING JOB OFFERS WORKSHOP - NOTES FOR STUDENTS

1. UNDERSTAND the basic format of a negotiation
2. BENCHMARK salaries considering geography, employer type, practice area
  - Online resources
  - Career Services
  - Conversations with Alumni
3. ASSESS your Bargaining Power
  - Assess what is negotiable
  - Identify your strengths and weaknesses
4. LIST your priorities and those of the employer
5. PREPARE yourself for negotiation conversations
  - Read books, articles, blogs on negotiating
  - Meet with a faculty member who teaches negotiation at your school
  - Meet with your Career Services staff to collect data and talk strategy
  - Conduct Informational Interviews
6. ASK for the offer in writing and for time to consider the offer
7. KNOW when to say “yes.”

### **Highlighted Resources**

- Big Law – NALP Directory of Legal Employers ([www.nalpdirectory.com/](http://www.nalpdirectory.com/))
- Market Rate Jobs – NALP Jobs & JDs (see your CSO)
- Government
  - US Office of Personnel Management ([www.opm.gov](http://www.opm.gov))
- General Information
  - Salary.com ([www.salary.com](http://www.salary.com))
  - Glassdoor ([www.glassdoor.com](http://www.glassdoor.com))
  - Pay Scale ([www.payscale.com](http://www.payscale.com))
- Your Career Services Office!