

## **Salary Negotiation**

**Title** (Is it what was expected? If not, why not?)

**Report To** (Is it who was expected? If not, why not?)

**Start Date** Can we make it earlier? Later?

**Base Salary** Payable monthly? Semi-monthly? Bi-weekly? Arrears?

**Bonus** Is there any? Percentage? Tied to what specifically?

**Commissions** Are there any? Percentage? Tied to what specifically?

**Signing Bonus** Do they offer one? How much? Any conditions?

**Profit Sharing** What is the criteria? History of payments past 3-5 years?

**Stock Options** How are they determined? % underwater currently?

**ESOPs/ESPPs** Percentage discount? Mark date?

**General Benefits** What is my contribution amount? Myself? Family?

**Health PPO? HMO?** Deductibles? Co-pays? Exclusions? Max?

**Dental Deductibles?** Co-pays? Orthodontics? Max?

**Commutation expenses?** Any, How much

**Vision Care Exams?** Glasses/contacts? Max?

**Life Insurance** Set amount? % of salary?

**Accidental Death** Coverage? Amount?

**Business Travel Ins.** Coverage? Amount?

**Short-term Disability** Period of time? Coverage?

**Long-term Disability** Period of time? Coverage?

**Vacation** Any flexibility in providing more? When does it increase?

**Holidays** How many? Can any be flexed?

**Sick/Personal Days** Covered? How many? Restrictions?

**401(k)** Company match % and max? Max contribution amount?

**Pension** Provide any type of pension? (most don't)

**Tuition** Reimbursement rules and %?

**Training** Other training provided? Who approves?

**Health Clubs** Coverage?

**Dependent Care** Coverage?

**Relocation** What expenses are covered? Is there a cap?

**Comp Time** Any work hours/days flexibility?

**Overtime** Is there paid overtime?

**Performance Review** When will my first performance review be?

**Salary Review** When will my first salary review be?

**Promised Increases** What % increases should I expect for the first 2-3 years?

**Travel** % overnight travel expected?

**Laptop** Will you be providing me with a laptop?

**Cell phone** Will you be providing me with a cell phone?

**PDA** Will you be providing me with a PDA?

**Company car** Is a company car provided? If not, is mileage covered?

**Parking** Is parking paid for?

**General Expenses** Are all business-related expenses covered?

**General** Is there anything else I should be aware of?