

CHAPTER 11 · 4 EXERCISES

OFFERS, NEGOTIATION AND REFERENCES

(the conversation most people skip)

Print a fresh copy for every application. The free interactive lesson for this chapter is at attprofessionallanguageservices.com/dream-job/11/.

TRY THIS 20 minutes · per offer

THE FULL-PACKAGE CHECK

For any offer you receive, fill in every row of the table above. Then check it against your deal-breakers from Chapter 1. Does it meet all of them? Which of your "wants" does it meet?

★ CORE ACTIVITY 30 minutes · in the lesson

THE OFFER COMPARISON

FACTOR	OFFER A	OFFER B OR CURRENT JOB
Base salary		
Pension (employer %)		
Bonus (typical)		
Holiday days		
Flexibility		
Development		
Fit with my Positioning Statement (1–5)		
My gut feeling (1–5)		

TRY THIS 20 minutes · once per offer

YOUR NEGOTIATION PLAN

MY NEGOTIATION PLAN

My target figure	
My acceptable figure	
My walk-away point (private)	
Market evidence	
My strongest reasons (two or three)	
If salary can't move: what else I'll ask for	

TRY THIS 15 minutes · once

THE REFERENCE BRIEFING NOTE

Write a short note for each referee: the role you've applied for, the job description, two or three strengths or achievements that are relevant, and a thank-you. Send it when you give their name to an employer.
