

Getting to Yes: How to Negotiate with Clients Without Giving In

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Everything is negotiable, you just have to know what is that everything is.

Negotiation is all about preparation. We cannot negotiate, if we do not do our research.

First, research the company's culture, needs, options and sales to check if they are hiring and if they can afford you. Great resource would be Google News / Yahoo Business (Company Finance), TheMuse.com (Company Culture), and Glassdoor (Employee Salaries).

Second, research about the company's owner or interviewer thru LinkedIn or Twitter.

Check for near and dear topics.

Third, check the competition for compensation package such as signing bonus, rate increase after three months, leave days, working hours etc.) If you can copy benefits from other company in your research, then ask that from your client.

After finishing your research, remember these mindsets.

You are not to tell these to your prospective employer, just think about it.

Mindset #1: It's Your Loss, Not Mine.

Think of your best qualities that the employer will miss out on if they don't hire you.

Mindset #2: I will walk away if I cannot close a deal that is satisfactory – the client can tell that you mean business.”

Always negotiate in a position of strength and always be ready to walk away if you did not get a satisfactory deal. A satisfactory deal is when you are happy, and the client is also happy. It is a win-win situation.

Mindset #3: I know you are looking for someone to do the job. If I say “NO” and you like me, you will have more problems.

Do not accept a low offer. If you accept it, then it is your fault. You can justify your rate.

You have to deserve the price, not just because you think you deserve it.

When you are ready to say yes or no, or negotiate, do NOT answer verbally.

Answer formally or in writing (not verbally, not thru chat, snail mail etc.).

Mindset: “I will do this, if you do that”. Otherwise, you are inviting the other negotiator to ask you for additional concessions.

Do not always say yes when your employer is requesting for additional work with no additional pay. You can say, “That would require additional 4 hours of work”, which implies they have to pay additional rate.

Useful Negotiating Scripts:

When you receive an offer:

Client: “Here is our offer.”

You: “Thank you very much for considering me for the position.

I am interested and this seems to be a good offer.

However, I’d like some time to evaluate the offer before I can give you my decision.

I also have a few questions about the position.

Is this a good time to talk or we could schedule it another time?”

Do not accept the offer right away. Always ask time to evaluate. Always reply in writing.

Compute if the offer fits your finances.

Negotiating your compensation package:

You: "I took a little time to review the salary etc. According to my research, the amount is _____(average/above average/below average/satisfactory).

Do you have any flexibility on this?

You: "The data I reviewed showed that the range of my position as _____(VA for Admin) is between _____(Php20,000) to _____(Php40,000). There are few companies who give these range like Company A who also gives a signing bonus.

You: "I just want to make it clear that I am interested in the position. I also want to be sure that I can be able to support myself financially so this can be a win-win situation for us."

If the offer is low but you really want the job, you can ask:

You: "What are your policies for adjustment or rate increase after working for three months?"

"One company I found raise the rate from 10%-30% for the first three months of outstanding work."

Do not say: "Is that negotiable? Can you go higher?"

Say: "Do you have any flexibility on that number?"

If the client wants you to accept the offer immediately or ASAP:

Do not say: "Can you give me time to evaluate the offer?"

Say: "I would like some time to evaluate the offer."

If the client wants you to work every single day:

Do not say: "What? I need to work everyday? No rest?"

Say: "I could do twenty days a month."

Remember to know your worth and do not give in to an offer which is not commensurate with what you know and what you can do for your client.

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