

如何与HR讨价还价，面试技巧 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A6\\_82\\_E4\\_BD\\_95\\_E4\\_B8\\_8EH\\_c96\\_645681.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A6_82_E4_BD_95_E4_B8_8EH_c96_645681.htm) 关于面试的黄金法则之一就是，不要问到报酬和节假日的问题。但一旦工作offer到手，还是有必要为自己的利益争取一下的。面对经验老道的HR，职场小菜鸟们要如何与之“斗智斗勇”呢？ One of the golden rules of job interviews is to avoid asking questions about pay and holidays. It places the focus on what you expect from the employer, rather than what you can offer them。关于面试的黄金法则之一就是，不要问到报酬和节假日的问题。这会让面试官觉得你更关注能从公司得到什么，而不是带给公司什么效益。 However, once you have been offered the job, the question of negotiating the offer is an option. It is tempting, in the excitement of the moment, just to accept everything on their terms. Sometimes this could be the best thing to do, especially if the employer states the offer is non-negotiable or if the job is everything you ever wanted. after all you don ' t want to risk losing the offer。不过，一旦你得到了这份工作，就该商量一下你的所得了。在得到工作的这一刻，本能会促使你接受他们提出的所有条件。有时候应该这样，特别是当雇主强调这份工作不可协商，或者你只在意工作本身，毕竟没人会想冒风险让煮熟的鸭子飞走。有的时候，协商条件又是不可或缺的面试一部分。 The first thing you should do is evaluate the offer. there are seven things you should take into consideration. The most important of these is the actual job content. does it fit in with your long term career goals and personal

plans. Next your boss. can I work with this person? In third place you can start to think about the salary and benefits. Don ' t forget what are called “ fringe benefits ” , these are sometimes worth as much as 40% in addition to your actual salary. insurance, child benefits, retirement plans, tuition assistance, paid holidays and other bonuses. Find out when your salary is reviewed, usually once every 12 months, and your potential for salary growth. The other important factors in evaluating a job are your co-workers, the location of the company and how a typical working week is structured. Finally you should consider the flexibility of the organization you are thinking for working for. is it overly rigid and will it alter your lifestyle。 你需要做的第一件事是评估对方提出的条件，一共有7点需要考虑。其中最重要的是，实际的工作内容是否适合你的长期职业目标和个人计划。下一步是你的老板，问问自己是否可以与这个人相处？第三，你可以开始考虑关于薪水和福利的问题了。不要小看“福利”，这些有时高达实际工资的40%，其中有保险，儿童福利，退休计划，学费资助，有薪假期和其他奖金。每12个月评估一下你的薪水的增长潜力。在评估过程中其他重要因素是你的同事，公司的位置，以及工作是如何安排的。最后你应该考虑的是组织工作思维的灵活性，是过于僵化，还是契合你的生活。

Once you have evaluated your job offer, make a budget of your expenditures. After you have worked out your salary requirements, do some market research in order to find out how much your skills are worth. To decide if an offer is reasonable, you should know both your requirements and the salary ranges for your career field and

position. Everything is negotiable but the more information you have, the more powerful your position will be。一旦你评估你的工作，制作一份支出预算。制定薪水要求之后，做一些市场调查，以找出你的技能价值，从而决定合约是否合理，你应该知道你的需求和所得报酬在行业的定位。一切都是可以商谈的，你拥有的信息越丰富，你所处的地位就越有利。 When you are offered the job respond by saying “ when do you need an answer? ” rather than “ fine, when shall I start? ” This gives you time to consider and research their offer. Ask some questions about how your work will be evaluated and what opportunities there are for advancement. It is a good idea to get a copy of the initial offer in writing so as to have a clear basis for negotiation. Practice what you are going to say and be reasonable in your approach. the ideal outcome should be a win/win situation. You should aim for the top of your salary range, but be prepared to accept less. The more you are willing to be flexible, the more likely both of you will reach a mutually satisfactory result. Be prepared to barter. higher salary for fringe benefits or vice versa. Also although the employer may not be able to offer anything now, he or she might commit to changes in the future。当你得到了这份工作回应说：“你什么时候需要一个答案？”而不是“好，我什么时候开始的？”这让你有时间来考虑和研究他们的提议。询问你的工作将如何进行评价和升迁有什么机会了一些问题。这是一个好主意，以书面形式有一个明确的基础上进行谈判的初始报价的副本。实践你所要说的话，并且在你的方法是合理的；理想的结果应该是一个双赢/双赢的局面。你的目标应该是你的工资范围的上限，

但要准备接受较少。你越愿意采取灵活，更你们俩很可能会达成一个双方满意的结果。准备易货贸易；较高的福利，薪金，反之亦然。另外，虽然雇主可能无法提供任何现在，他或她可能会承诺在未来的变化。 When you reach the final offer, make sure you get it in writing. You too should write a formal acceptance letter. If at all possible, have someone, who is experienced with job contracts, check through everything, before you finally sign。当你最终谈成协议的时候，确保落实在纸上。你也应该写一份正式的接受函。如果有可能的话，找一个在签工作协议方面有经验的人，检查一遍，然后你再最后签字。相关推荐：  
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