

HR06 · STEP 2 · INTERIM

Offer Email & Negotiation Talking Points

Draft Negotiation Talking Points

Prepared talking points mapping likely candidate concerns to approved trade-offs, constraints, and response language for negotiation.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Offer Email & Negotiation Talking Points** workflow (HR06) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

Draft Negotiation Talking Points

Generated by: Recruiter (using GenAI draft, verified against Compensation Guidelines and Candidate Expectations Notes) **Role:** Senior Data & AI Consultant - Data & AI Advisory **Organisation:** Northbridge Advisory Partners **Prepared for:** Practice Head, Data & AI Advisory **Date:** Current offer cycle

Candidate Profile Summary

The candidate values base compensation as their top priority, with a stated floor of approximately USD 75,000 and an expressed preference for USD 78,000. They also care about family medical cover (currently on a family plan with their employer), opportunities for client-facing work from day one, and start-date flexibility due to a 3-month notice period. They mentioned competing interest from another firm but provided no details or documentation.

Talking Points

#	Anticipated Concern	Recommended Response	Flexibility Boundary
1	Base salary - candidate pushes for USD 78,000 or above	Acknowledge the candidate's expectation. Explain that the offer of USD 76,000 is above the band midpoint (USD 75,000) and positions them competitively within the Data & AI Advisory team. Highlight that three current Senior Consultants sit between USD 69,500 and USD 73,000 - this offer already reflects a premium for specialist AI/LLM deployment skills. If pressed, there is room to move to USD 78,000 maximum, but this requires written HR Director approval and should be framed as a final position.	Band maximum is USD 82,000, but internal equity compression becomes significant above USD 78,000. Do not offer above USD 78,000 without discussing compression risk with the Compensation Analyst. HR Director approval required for any offer at or above USD 75,000.
2	Family medical cover from day one	The standard policy provides individual cover from day one and family cover after 12 months. Acknowledge the candidate raised this as a priority. Explain that the 12-month threshold is the current policy, but note that a review of family cover eligibility for Grade SC-3 and above is expected in the upcoming review cycle. Offer to escalate to the HR Director to explore whether an exception can be made. Do not confirm an exception before receiving HR Director approval.	Annual leave (25 days) and pension contribution (5% employer for new hires) are fixed and cannot be negotiated. Family medical cover is under policy review - an exception may be possible but is not guaranteed. Do not commit verbally.
3	Start date - candidate needs 3 months' notice	Confirm that Northbridge can accommodate a start date in the proposed post-notice window based on a 3-month notice period. If the candidate can negotiate early release to 2 months, offer to adjust to an earlier slot in the same window. Frame flexibility positively - "We want to give you enough time to wrap up your current commitments properly." The Practice Head can confirm there are no urgent project staffing deadlines that require an earlier start.	Start date can be adjusted up to 3 months from offer acceptance per Compensation Guidelines. No approval required beyond hiring manager sign-off.
4	Role scope - client-facing work and team leadership path	Confirm that the role is client-facing from the first engagement, consistent with standard Senior Consultant expectations. Reference the candidate's strong interview performance on GenAI deployment and stakeholder management as evidence they will be staffed on high-priority engagements. For the leadership aspiration, note that Northbridge's promotion and calibration process (annual cycle) evaluates readiness for Principal/Team Lead grade. Avoid making specific timeline commitments.	Role scope is defined by the approved job description from HR01. Do not promise team leadership responsibility or a promotion timeline - frame progression as dependent on performance evidence reviewed in the annual cycle.
5	Competing offer - candidate references interest from another firm	Acknowledge without reacting. Ask whether the candidate can share details about the competing opportunity so Northbridge can ensure the offer is positioned fairly. If the candidate provides a specific competing figure above USD 78,000, do not counter immediately - explain that you need to consult the HR Director. If the candidate declines to share details, note this internally and proceed with the current offer terms. A signing bonus of up to USD 5,000 is available as a counteroffer tool if a documented competing offer materialises.	Signing bonus maximum: USD 5,000 for SC-3 grade. Requires HR Director approval and a documented business case. Repayable pro-rata if the employee leaves within 12 months. Do not offer the signing bonus proactively - use it only if the candidate presents a documented counteroffer.

#	Anticipated Concern	Recommended Response	Flexibility Boundary
6	Pension contribution - candidate expects more than 5%	The candidate's current employer contributes 8% as part of a bonus-inclusive package. If the candidate raises pension contributions, explain that the new-hire rate is 5% employer (3% employee minimum) per the revised pension scheme for the current new-hire cohort. This is a fixed scheme-level parameter and cannot be negotiated for individual hires. Reframe the total package value - the USD 76,000 base plus 5% pension (USD 3,800) is competitive in context.	Pension contribution is fixed at 5% for new hires under the current scheme. No flexibility.

Escalation Triggers

The following scenarios require the Practice Head to consult the HR Director or Compensation Analyst before responding to the candidate:

- The candidate presents a documented competing offer with a base salary above USD 78,000 and requests Northbridge match or exceed it.
- The candidate conditions acceptance on immediate family medical cover (before the 12-month standard threshold).
- The candidate requests any compensation component not listed in the Compensation Guidelines (e.g., guaranteed bonus, equity, relocation allowance).
- The candidate raises concerns about the employment date discrepancy condition in the offer letter and requests it be removed before acceptance.
- The candidate requests a start date more than 3 months from the offer date, which falls outside the standard negotiation window.