

Offer Evaluation Worksheet

Use this checklist and worksheet to support comprehensive assessment of an opportunity and offer.

Step 1:

Ensure necessary data to make an informed decision

Item:	Notes:
Deadline for offer decision	
Base salary	
Starting/sign-on bonus, when paid	
Relocation assistance (lump sum vs. actual expenses, etc.)	
Insurance costs: medical, dental, etc	
Stock options or stock purchase plan	
401K program (eligibility, matching)	
Variable compensation/incentives program (eligibility, timing, etc.)	
Vacation, sick leave, other policies	
Professional organizations (dues)	
Recovery agreement(s) for sign-on, relo, etc.	

Step 2:

Evaluate data against your unique criteria for job satisfaction

Work Reward Values	Personal Value Rating <i>*Refer to Career Leader results</i>	How this Opportunity Fits
Affiliation		
Altruism		
Autonomy		
Financial Gain		
Intellectual Challenge		
Lifestyle		
Managing People		
Positioning		
Power & Influence		
Prestige		
Recognition		

Security	
Other Attributes	Notes/Comments
Type of work	
Industry	
Geographic location	
Responsibility	
Advancement	
Co-workers	
Supervisor	
Leadership	
Training	
Pay	
Working conditions	
Travel requirements	
Performance appraisal program	
Growth of organization	
Perks	
Gut feel	

Step 3: Additional Considerations

1. What skills will this opportunity build?
2. What is the career progression offered and does it fit with my goals?
3. What will I be doing during the first month, six months?
4. What do I like most about this role?
5. What do I like least about the role?
6. How closely does this role align with my ideal job?
7. How does this role position me toward my long-term ultimate-job goal?
8. Do my values and philosophies align with those of the organization?
9. What opportunities exist to learn and grow?
10. What is the level of intensity I can expect from the position?
11. What is the degree of team and individual work in this role?
12. What is a typical day, week for this position?
13. What are the key success factors for the role?

It's strongly encouraged that you include a discussion with a career advisor in your offer evaluation process.



Job Offer Evaluation Worksheet

Directions: Under the left hand column labeled “criteria”, identify all of the factors about a job that are important to you. We have given you some examples below such as company culture, life/work balance and supervisor support. We encourage you to include other factors as well, such as: company reputation, projected industry growth, size of organization, technical support, distance to work, etc.

After you have identified the job criterium factors, you will rank each one related to the level of importance (1= heavy importance to 5 = light importance). Then, rate the job offer related to each criteria you selected in order of importance, multiply the weight ranking and add all together for your total score. Look at the job offer evaluation scale to determine where your score falls into the range.

Remember this worksheet should only be considered as a guide for evaluating a job offer. In the final analysis, a job seeker’s “gut feeling” will often be the deciding factor in determining the acceptance of a valid job offer (and sometimes, your gut feeling will go against this rating system – that is ok!)



Sample Decision Matrix

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CRITERIA	RANKING	JOB A	JOB B	JOB C
Growth Opportunities	2	4 (= 8)	3 (= 6)	5 (=10)
Great Colleagues	4	4 (=16)	5 (=20)	3 (=12)
Company Culture				
Challenging Work	5	3 (=15)	5 (=25)	4 (=20)
Travel Opportunities				
Compensation				
Life/Work Balance	3	5 (=15)	4 (=12)	3 (=9)
Continuing Education				
Rapport with Supervisor				
Recognition	1	2 (=2)	4 (=4)	3 (=3)
Medical Benefits				
Location				
(add new criteria)				
(add new criteria)				
TOTAL		56	67	54

Offer's Rating (on a 0-5 scale)

The Sample Decision Matrix above shows how one job seeker ranked the TOP FIVE criteria for making a job decision by using rankings of 1 = least to 5 = most important. Then reviewed each job and rated on a scale of 1 – 5 how that job rated versus the criteria ranked. To then get an idea of which job best met their criteria she took the rating times the ranking and determined a score. A quick summary would show that Job B had the highest overall score with Job A and C a close second.