

# How To Evaluate a Job Offer



Let's assume your employment interview went well, and there's sincere and mutual interest on both sides. You now need to decide two things: first, whether the new position is right for you and, if so, what sort of offer you'd be willing to accept. To help in the decision-making process, take the following test as a way to compare the two positions.

## Position Comparison Guide

**Directions:** Compare the new job with what you already have. For each element of both the current and the new job, give a rating of importance between 1 and 5 (5 being the highest). Then tally up the score at the end to see which job is the better fit for you.

| <b>Current job</b> | <b>New job</b> | <b>Element under consideration</b> |
|--------------------|----------------|------------------------------------|
|                    |                | Position title                     |
|                    |                | Supervisory responsibility         |
|                    |                | Project authority                  |
|                    |                | Decision-making autonomy           |
|                    |                | Freedom to implement ideas         |
|                    |                | Ability to affect change           |
|                    |                | Promotion potential                |
|                    |                | Challenge of tasks                 |

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|--|--|---|
|  |  | Ability to meet expectations                |
|  |  | Access to professional development          |
|  |  | Professional growth potential               |
|  |  | Company/industry growth                     |
|  |  | Company/industry stability                  |
|  |  | Starting salary, benefits, perks            |
|  |  | Future compensation                         |
|  |  | Commuting distance                          |
|  |  | Travel requirements                         |
|  |  | Work environment                            |
|  |  | Rapport with co-workers                     |
|  |  | Rapport with management                     |
|  |  | Comfort with corporate culture              |
|  |  | Other considerations (specify)              |
|  |  |   |
|  |  | <b>Total score: New job vs. current job</b> |