

# Job Offer Evaluation Worksheet

Directions: Write the factors that are important to you in a job offer in the blank spaces under the “Job Offer Factors” column. We have listed some example factors, but feel free to edit these.

<p><b>Weight</b> Using the numbers below, weight how important you think each factor is for you.</p> <p>1 – Very Important 2 – Important 3 – Somewhat Important</p>	<p><b>Rating</b> Using the numbers below, rate how well you think the job offer will fulfill each factor.</p> <p>1 – Exact Match 2 – High Match 3 – Close Match 4 – Poor Match</p>
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Job Offer Factors	Weight	Rating	Weight X Rating
<b>Salary</b> ( <a href="https://www.salary.com/research/cost-of-living">https://www.salary.com/research/cost-of-living</a> )			
<b>Benefits</b> (Health Care, 401K, Stock options, Gym reimbursement)			
<b>Company Culture</b> (Team Building, After Work Socials, Community Service)			
<b>On-the-Job Training</b> (Development Program, Rotational Program)			
<b>Work Schedule</b> (Mon-Fri, 8-5, 9-5, On Call)			
<b>Management Support</b> (Mentoring, Team Leaders)			
<b>Distance to Work</b> (MapQuest Commute, Train/Bus, Remote)			
<b>Working Conditions</b> (Autonomy, Job Security, Workload)			
<b>Matches Work Values</b> (Integrity, Diversity, Fun, Leadership, Innovative)			
<b>Tuition Reimbursement</b> (Student Loan Repayment)			
<b>Continuing Education</b> (Certifications, Degree Programs, Trainings)			
<b>Opportunity for Advancement</b> (Upward Mobility, Promotion in 1 year)			
<b>Other:</b> _____			

My total score: \_\_\_\_\_

## Job Offer Evaluation Scale

20-40 = Consider accepting the offer

41-100 Consider accepting with modifications

101-200= Consider renegotiating the offer

Above 101 = Consider declining the offer



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