

# How to Evaluate a Job Offer

Congratulations! You have a job offer or at the least a strong lead about a position that *seems* ideal. Perhaps you have several offers, or several leads. How do you begin to make decisions about your career? Use the following criteria to assist you in evaluating a job offer or opportunity. This information can complement what you already have learned about a company/position through your own research, informational interviews, or during the actual interview for the position you are considering.

Salary is just one part of what is important in considering a job opportunity. Evaluate the following criteria to determine if the job is “right” for *you*.

IN THIS JOB I WILL HAVE THE OPPORTUNITY TO...	YES	NO	NOTES
Earn A Salary That Will Support My Desired Lifestyle			
Live In A Location That Is Desirable/Affordable			
Enjoy What I Do			
Feel Like What I Am Doing Matters			
Be Recognized For Good Performance			
Use My Skills And Abilities			
Learn New Skills/Develop On A Personal Level			
Work With Friendly Co-Workers			
Work In Teams			
Have Time For My Personal Life/Family			
Travel			
Work For A Company Whose Philosophy Matches My Values			
Other			

See Other Side For Benefits Analysis.

When reviewing job offers don't forget to factor in benefits. Benefit packages can dramatically impact "take home" income.

BENEFIT	YES	NO	NOTES
Medical Insurance (HMO/PPO etc.)			
Retirement Plan (401k)			
Dental Insurance			
Life Insurance			
Annual Salary Increase			
Tuition Reimbursement (amount/level—50%, 75%)			
Pension Plan			
More than 2 Weeks of Vacation			
Family-Friendly Benefits (on-site childcare, etc.)			
Flextime			
Bonus/Commission Plan			
Stock Options			
Telecommuting			
Casual Dress Policy			
Professional Development			
On-Site Fitness Center			
Company Car/Reimbursement for Mileage			
Employee Assistance Program (Counseling Program)			
Other			

(Adapted from "In Search of the Perfect Job—National Association of Colleges and Employers 1999 Survey of Graduating Students and Alumni." *Journal of Career Planning and Employment*, Summer 1999)