



**WHEN YOU'RE READY FOR A NEW JOB**

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# **HOW TO EVALUATE A JOB OFFER**

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## 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.

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

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