Job Offer: Making the Decision

Use the matrix below as a decision making tool when comparing multiple job offers. You may find it helpful to first prioritize the importance of the items listed on the back side of this worksheet.

### Job Offer Comparison

In the “My Needs” column, weigh the criteria on a scale from 1 to 10 (1 = least important, 10 = most important) to determine your value for each factor. Next, on a scale from 1 to 10, weigh how well each company satisfies each of the criteria. Finally, total the columns. The higher the score, the closer the company comes to matching your needs.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>My Needs</th>
<th>Company &quot;A&quot;</th>
<th>Company &quot;B&quot;</th>
<th>Company &quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career &amp; Professional Factors</strong></td>
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<tr>
<td>Accountability/Adequacy of Staff</td>
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<tr>
<td>Title</td>
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<tr>
<td>Promotion/Personal Growth Potential</td>
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<tr>
<td>Decision Making Authority</td>
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<tr>
<td>Type of Work/Use of Talents &amp; Skills</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Company Factors</strong></td>
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<tr>
<td>Size of Company</td>
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<tr>
<td>Company/Industry History</td>
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<tr>
<td>People Who Work There</td>
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<tr>
<td>Characteristics/Values</td>
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<td>Management Style</td>
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<td>Other</td>
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<tr>
<td><strong>Personal Factors</strong></td>
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<tr>
<td>Compensation Base</td>
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<tr>
<td>Bonus/Stock Options</td>
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<tr>
<td>Benefits (Pension, Insurance, Vacation)</td>
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<td>Perks</td>
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<tr>
<td>Geographic Location</td>
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<tr>
<td>Travel Requirements</td>
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<tr>
<td>Commuting Requirements</td>
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<tr>
<td>Special Expenses (Relocation, Commuting)</td>
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<td>Other</td>
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<tr>
<td><strong>Total Scores</strong></td>
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</tbody>
</table>
Items to Consider and/or Negotiate

Mark A, B, or C next to relevant items to indicate your negotiating priorities (A = highest, C = lowest)

COMPENSATION
___Base Salary
___Bonus
___Incentive Bonus
___Money in lieu of benefits

BENEFITS
___Insurance Programs
  ✓ Medical
  ✓ Dental
  ✓ Vision
  ✓ Life
  ✓ Long-Term Disability

___Financial Programs
  ✓ Stock Options
  ✓ Company Paid Pension
  ✓ Immediate Vesting of Pension
  ✓ Matching Investment/Profit Sharing
  ✓ Long-Term Disability Thrift Plan
  ✓ Other

___Educational Programs
  ✓ Tuition Reimbursement
  ✓ Leadership/Management Development
  ✓ Education/Training Expenses
  ✓ Professional Association Membership
  ✓ Subscriptions

___Personal Days
___Vacation
___Holidays

PERKS
___Expense Account
___Company Car
___Commuting Allowance
___Parking Reimbursement
___Free Lunches

RELOCATION COSTS
___House Hunting Trips
___Apartment/House Location Assistance
___Moving Costs (Direct or Percentage)
___Travel Costs
___Temporary Housing
___Getting Settled Expenses
___Higher Cost of Living Subsidy
___Unusual Expenses (ex: Moving a boat or horse)
___Realty Fees, Legal, Closing Costs
___Higher Mortgage Cost Allowance
___Bridge Loan
___Low-interest Loan

EMPLOYEE SERVICES
___Employee Assistance Program
___Annual Physical Exam
___Legal, Tax, Financial Assistance
___Loans
___Discount on Purchases
___Computer Equipment

STATUS & LIFE STYLE PERKS
___Club Memberships
  ✓ Country Club
  ✓ Health Club
  ✓ Airline VIP
  ✓ Frequent Flyer
___Use of Company Apartment
___Premium Hotel Accommodations
___Executive Dining Room
___Spouse’s Travel Expenses
___Company Tickets to Sporting Events, etc
___Sabbatical, Military, Maternity, etc
___Leave (paid)
___Larger, Better Office
___Private Secretary
___Reserved Parking

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