


EVALUATING AN OFFER WORKSHEET

CRITERIA

Beyond salary, there are other considerations you should make in determining whether or not to accept an offer. Rate the following items that are important to many workers today (1 = terrible, 5 = amazing):

Base Salary	1 2 3 4 5	Opportunity for Professional Development	1 2 3 4 5
Benefits Package	1 2 3 4 5	Interesting Work	1 2 3 4 5
Opportunity for Promotion	1 2 3 4 5	Corporate Culture	1 2 3 4 5
Position Title	1 2 3 4 5	Stated Values/Mission	1 2 3 4 5
Work Hours	1 2 3 4 5	Size of Firm	1 2 3 4 5
Flexibility in Schedule	1 2 3 4 5	Priority on Employee Health and Wellness	1 2 3 4 5
Vacation Time	1 2 3 4 5	Industry	1 2 3 4 5
Sick Time	1 2 3 4 5	Firm Reputation	1 2 3 4 5
Travel Requirements	1 2 3 4 5	Tuition Reimbursement	1 2 3 4 5
Commute	1 2 3 4 5	Bonuses/Commission	1 2 3 4 5
Parking	1 2 3 4 5	Perks (ex: gym, food, etc.)	1 2 3 4 5
Office Space	1 2 3 4 5		
Challenging Work	1 2 3 4 5	Subtotal Column 2	<hr/>
Level of Responsibility	1 2 3 4 5	Subtotal Column 1	
Moving/Housing Allowance	1 2 3 4 5	GRAND TOTAL	
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Subtotal Column 1			

Suggested Criteria: Accept: 110-130 / Reject 0-75. Numbers in between require additional negotiation or research. Compare with another job offer. If something is highly important (or unimportant), feel free to modify the criteria weight.