

JOB OFFER EVALUATION WORKSHEET

Directions: This worksheet is designed to help you compare multiple job offers or new offers to your compensation at your current or last job. Begin by writing a brief description of the job or company name in each header. Next, write down the values that are most important to you, with number one being the most important. Examples have been provided below. Then, write down whether Job 1 “meets,” “exceeds,” or “does not meet” each of your value needs. Do the same for Job 2 and Job 3. Next, on page 2, write down the benefits that are most important to you, with number one being most important. Then, write a brief answer of what Job 1 is offering. Do the same for Job 2 and Job 3. Finally, going row by row, compare the answers you wrote for each job and circle the answer that is the best option. Do this for both values and benefits. If your answers for two companies are identical, then circle them both. If all three jobs “do not meet” your needs, then do not circle any answer.

After you have completed the worksheet, compare the answers you circled as the best offers. Which company is exceeding or meeting all or most of your values? Which company is providing the best benefits? Focus on the benefits and values you ranked as the most important to help determine the best job offer for you.

	Values	Job 1:	Job 2:	Job 3:
1				
2				
3				
4				
5				
6				
7				

Values examples:

Company culture	Growth potential	Leading others	Reputation of company	Variety
Economic security	Helping others/society	Lifestyle	Respect/prestige	Work environment
Financial gain	Independence/autonomy	Power and/or influence	Social life/relationships	Work-life balance
Flexibility	Intellectual challenge	Recognition	Travel opportunities	

	Benefits	Job 1:	Job 2:	Job 3:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Benefits examples:

Salary	Housing/board	Professional development	Childcare	Tuition remission
Health care	Relocation costs	Telecommuting	Laundry services	Gym/health club
Retirement	Life insurance/disability	Parking	Family leave	Cafeteria/meals
Vacation time	Equity (e.g. stocks, options)	Commuter benefits	Flextime	Memberships
Other days off				