

Comparing Offers Worksheet

Use this exercise to evaluate the pros and cons for each of your positions.

Factor/Variable	Considerations	Job Offer A	Job Offer B	N/A
Overall Career Considerations	<ul style="list-style-type: none"> • Opportunity for challenge, advancement & mobility • Personal fit with job responsibilities & requirements 			
Industry	<ul style="list-style-type: none"> • Growth? • Problems? 			
Company	<ul style="list-style-type: none"> • Revenue growth • Size • Image • Flexible work hours 			
Company Management	<ul style="list-style-type: none"> • What is the management style of the person you will be working with/reporting to? 			
Location	<ul style="list-style-type: none"> • Proximity to family • Climate • Culture • Cost of living • Commuting time 			
Salary	<ul style="list-style-type: none"> • Signing bonus • When are you eligible for a performance review 			
Bonus Potential	<ul style="list-style-type: none"> • Does it exist • How much would it be (i.e., how is it calculated) • When is it paid? 			
Benefits	<ul style="list-style-type: none"> • Stock options • 401 (K) or other retirement program • Medical, dental, vision, life insurance options • Company perks and discounts • Tuition reimbursement 			
Work-Life Balance	<ul style="list-style-type: none"> • Paid time off • Sick days • Over time expectations • Flexible hours 			
You	<ul style="list-style-type: none"> • Maintaining close friendships • Making new friends • Significant other's career • Fun 			