

COMPARING JOB OFFERS

You may find yourself in a position where you are choosing from among multiple job offers. Or perhaps you're evaluating how a job offer compares to your current position. This worksheet will help you with your decision.

CURRENT JOB

POTENTIAL JOB #1

POTENTIAL JOB #2

COMPENSATION

	CURRENT JOB	POTENTIAL JOB #1	POTENTIAL JOB #2
Base pay			
Overtime/OT Policies			
Incentives/Bonuses/Profit Sharing			
Relocation Expenses			
Stock (Employee Stock Ownership)			
Cost of Living Adjustment			
Pay Raises (Annual? Merit-Based?)			

BENEFITS

	CURRENT JOB	POTENTIAL JOB #1	POTENTIAL JOB #2
Health Insurance			
Dental Insurance			
Vision Insurance/Vision Benefits			
Child Care/Dependent Care			
Life/Disability Insurance			
Retirement/401(k)			
Paid & Unpaid Vacation/Time Off			
Tuition Reimbursement			
Company Car			
Professional Memberships			
Additional Perks (Free Lunches, Massages)			
Other:			

SCHEDULING

	CURRENT JOB	POTENTIAL JOB #1	POTENTIAL JOB #2
Schedule (Set Schedule or Flexible?)			
Evening/Weekends Required?			
Length of Commute?			
Family Friendly? (Adjust Schedule for Children's Events?)			

NATURE OF THE WORK

	CURRENT JOB	POTENTIAL JOB #1	POTENTIAL JOB #2
"Interesting" / Challenging Work			
Opportunity for Advancement			
Chance to Contribute			
Indoors/Outdoors			
Work With Other People or Alone			
Supervise Others			

COMPANY CULTURE

	CURRENT JOB	POTENTIAL JOB #1	POTENTIAL JOB #2
Do You Like the People?			
Forward-Thinking People/Company			
Company Reputation			
Values in Alignment With Yours			
Organizational Structure (Family-Owned vs. Corporate)			
Good Environment (Do People Enjoy Working Here?)			

