**Analyzing Job Offers**



There a variety of factors to be considered when you’re presented with a job offer. Since priorities are different among individuals, this form helps you define which factors are important to you. Using side by side columns you can compare factors which can help you to quantify, and compare opportunities by prioritizing which factors can be categorized as your "must have," your "obtain if possible," and your " I need to walk away" factors .

**The "Previous" Column**

This column is used to record the factors that are present in your current or last position. It’s helpful to have this column as a starting point to compare to an offer

**Columns A & B**

These columns are for actual job offers you want to assess. By completing the comparison you can identify the job factors you may want to negotiate to obtain a closer fit to your ideal and it can ultimately help you decide which job to accept or decline until something more in line with your ideal is offered.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Previous Package**  | **Option A**  | **Option B**  |
| **ROLE**  |      |      |      |
| Title  (status)   |      |      |      |
| Meets  Objective   |      |      |      |
| Span  of  Control   |      |      |      |
| Direct  Reports   |      |      |      |
| Challenge  Level   |      |      |      |
| Mentoring   |      |      |      |
| Visibility   |      |      |      |
| Career  Next  Step   |      |      |      |
| Career  Next  Step  Timing   |      |      |      |
| Travel  Percentage   |      |      |      |
| Travel  Area   |      |      |      |
|      |      |      |      |
| **PERSONAL**  |      |      |      |
| Reporting  Structure   |      |      |      |
| Current  Boss  Position   |      |      |      |
| Boss  Temperament   |      |      |      |
| Aligned  with  Career  Path   |      |      |      |
| Advancement  Potential   |      |      |      |
| Work  /  Life  Blance   |      |      |      |
|      |      |      |      |
| **COMPANY**  |      |      |      |

|  |  |  |  |
| --- | --- | --- | --- |
| Growth  Potential   |      |      |      |
| Management  Depth   |      |      |      |
| Profitability   |      |      |      |
| Political  Climate   |      |      |      |
| Growth  History   |      |      |      |
| Company  M  &  A  activity   |      |      |      |
| Stability   |      |      |      |
| Reputation   |      |      |      |
| Market  Dependency   |      |      |      |
|      |      |      |      |
| **COMPENSATION** |      |      |      |
| Base  Salary   |      |      |      |
| Bonus  Structure    (Percentage)   |      |      |      |
| Bonus  Payout  History   |      |      |      |
| Equity   |      |      |      |
| Profit  sharing   |      |      |      |
| Pension   |      |      |      |
| 401K  match   |      |      |      |
| Benefits-­‐Basic  Health   |      |      |      |
| Signing  Bonus   |      |      |      |
| Vacation  /  Holiday   |      |      |      |
| Car  /  Car  Allowance   |      |      |      |
| Professional  Dues   |      |      |      |
| Tuition  Assistance   |      |      |      |
| Professional  Development   |      |      |      |
| Relocation   |      |      |      |