

13. How to Evaluate a Job Offer

Let’s assume your employment interview went well, and there’s sincere and mutual interest on both sides. You now need to decide two things: first, whether the new position is right for you; and if so, what sort of offer you’d be willing to accept. To help in the decision-making process, take the following test as a way to compare the two positions.

Position Comparison Guide

► *Directions:* Compare the new job with what you already have on a scale from 1 – 5 (5 being the best).

Old job	New job	Element under consideration
		Position title
		Supervisory responsibility
		Project authority
		Decision-making autonomy
		Freedom to implement ideas
		Ability to affect change
		Promotion potential
		Challenge of tasks
		Ability to meet expectations
		Access to professional development
		Professional growth potential
		Company/industry growth
		Company/industry stability
		Starting salary, benefits, perks
		Future compensation
		Commuting distance
		Travel requirements
		Work environment
		Rapport with co-workers
		Rapport with management
		Comfort with corporate culture
		Other considerations (specify)
		Total score: New job vs. old job