

Job Offer Evaluations

A job offer is much more than salary and benefits. A job offer is comprised of several factors: salary, healthcare, retirement options, paid leave time, degree of responsibility, title, position, etc. There are many additional factors that you should evaluate before accepting a position. How far is your commute? How long will it take you to travel to work? Does this position have long-term potential? Is there a bonus structure? Will you have decision-making opportunities? What training opportunities are available? Is there potential for promotion? Will you have to travel for this position? How often?

So often salary and benefits are the major areas of focus when evaluating a job offer, but there are other factors to consider. You will want to compare all offers and contrast them to your current or last position. The table below may help you get this information organized. Use the below worksheet to evaluate the pro's and con's for each position.

Element	Considerations	Current/ Last Position	Job Offer A	Job Offer B	N /A
Overall Career Considerations	<ul style="list-style-type: none"> • Fit with job objectives and aspirations? • What knowledge and experiences will you gain to enhance further development? • Will this position add breadth and challenge? 				
Industry	<ul style="list-style-type: none"> • What is the history and growth record of the industry? • Problems? • Future trends and potential? • Compensation levels? 				
Company	<ul style="list-style-type: none"> • History and growth? • Revenue? • Number of employees? • Relationship to other companies in industry? • Financial posture? • Product lines and diversification? • Forecasts and Trends? • Reputation? 				
Company Management	<ul style="list-style-type: none"> • Does it appear to have good management? • Will the position have the proper support with staff, budget and equipment? • What is the management style of the person to whom you will be reporting? 				

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Company Environment	<ul style="list-style-type: none"> • Culture: How does the environment feel-- high or low energy? How do they appear to treat and value employees? • Location: What will your commute be like? • What is the office environment like? • Are there on-site facilities for lunch, exercise, dry cleaning, day care, etc.? • Are there clearly defined career paths? • Is there a mentoring program? 				
Responsibility	<ul style="list-style-type: none"> • What will your decision making ability/scope include? • What is expected from you? • How will performance be measured? 				
Travel Required	<ul style="list-style-type: none"> • How much travel will be necessary? • Overnight? 				
Salary	<ul style="list-style-type: none"> • What is included? • Is there a probationary period? • When are you eligible for a performance review? • What opportunities for promotion exist? 				
Bonus Potential	<ul style="list-style-type: none"> • What bonus potential exists—your performance, the performance of a project or the overall company? • How much? • When is it paid? • How is it calculated? 				
Stock Options or Grant	<ul style="list-style-type: none"> • What potential exists? • Is it performance based? • What is the vesting schedule? 				
401(K) or other retirement program	<ul style="list-style-type: none"> • What program(s) exist? • When are you eligible to participate? • What is the company match? • What is the vesting schedule for the company match? • Who does the company use as its Plan Administrator (Wachovia, PNC Bank, TRowe Price, etc.)? • Is there a loan program? 				

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Work-Life Balance	<ul style="list-style-type: none"> • What kind of quality-of-life will you have? • Are there flexible hours? • Do you have the ability to telecommute? • What are the over-time expectations? • If travel is required—does it require weekend or holiday travel? • Are the “typically” recognized holidays during a busy business season? 				
Medical Benefits	<ul style="list-style-type: none"> • What are the options: PPO, HMO, POS? • What are the employee-paid premiums? • What are the deductibles? • What are the co-pays? • Are “well-care” and check-ups covered? • What are the out-of-pocket maximums? • What are the lifetime maximums? • Are there pre-existing conditions you need to consider? 				
Dental Benefits	<ul style="list-style-type: none"> • What type of coverage: DMO, PPO, etc.? • What are the employee-paid premiums? • What are the deductibles? • Are cleanings and x-rays covered? • What are the benefit maximums? 				
Vision Benefits	<ul style="list-style-type: none"> • What type of coverage? • Is vision a stand alone benefit or part of the medical plan? • What are the employee-paid premiums? • What are the annual allowances? 				
Life Insurance	<ul style="list-style-type: none"> • What are the coverage amounts? • Is there an option for supplemental coverage? • Coverage for spouse, partner or children? • What are the employee-paid premiums? 				
Short-term Disability	<ul style="list-style-type: none"> • What are the coverage amounts? • Is there an option for supplemental coverage? • What are the employee-paid premiums? 				
Long-term Care Insurance	<ul style="list-style-type: none"> • What are the coverage amounts? • Is there an option for supplemental coverage? • What are the employee-paid premiums? 				
Pre-Paid Legal Services	<ul style="list-style-type: none"> • What are the details of the benefit? • What are the employee-paid premiums? 				

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Paid Time Off	<ul style="list-style-type: none"> • How does this compare? • Are most holidays recognized by the company? • Does the policy recognize your previous experience even if new to the company? • Does the plan allow you to take time off for holidays not recognized by the company or for personal reasons? 				
Tuition Reimbursement	<ul style="list-style-type: none"> • Does the company provide assistance? • When are you eligible to participate? • What are the requirements? 				
Other Company Provided Elements or "Perks"	<ul style="list-style-type: none"> • Company "Shut Downs" that provide extra vacation time? • Car Allowance? • Cell Phone Allowance? • Lap Top Allowance? • Professional Memberships? • Employee Discounts? • Adoption Assistance? • Fitness programs, gym memberships? 				
Others:	<p>Although salary is a key piece of the offer, there are a number of other important factors to consider when negotiating, such as:</p> <ul style="list-style-type: none"> • starting date • work hours • decision-making authority • title / job description • reporting relationships • relocation expenses • insurance and pension benefits • time off for professional membership and activities • number of vacation days • stock options • bonus arrangements – including a starting or "sign-on" bonus • support, budget and resources • telecommuting arrangements • tuition reimbursement 				