

JOB OFFER ASSESSMENT CHECKLIST

Instructions: Compare each aspect of each job offer to make informed decisions!

The Job/Employer	Offer #1	Offer #2	Offer #3
Company			
Position			
Responsibilities, challenges, stimulation			
Compatibility with career goals			
Reputation and industry ranking			
Comfort with company's products/services			
Caliber of managers/supervisors			
Opportunities for advancement			
Salary			

Benefits—(when begin, requirements?)	Offer #1	Offer #2	Offer #3
Health/life insurance			
Retirement plans			
Vacation, sick leave, holidays			
Tuition assistance			
Parking			
Fitness			
Bonuses			
Flex schedule			
Mentor likely?			

Corporate Culture	Offer #1	Offer #2	Offer #3
Professional or casual			
Young environment?			
See yourself going there everyday?			
Networking opportunities			

Location and Travel	Offer #1	Offer #2	Offer #3
Travel required for job?			
Appeal of geographic area			
Quality of life, recreation, culture, health, education			
Distance from family			
Commuting distance, time			
Proximity to graduate schools			