

Choosing Between Offers

Rate the level of importance to you of each factor first. Then rate each offer on a scale of 1 – 10. Multiply the level of Importance factor by the Job score and insert in the appropriate column. Total and compare.

Factors	Importance (1 – 10)	Job A (1 – 10)	Importance x Job A	Job B (1 – 10)	Importance x Job B
Job content					
Creative & challenging work					
Fit with culture & environment					
Opportunity to make an impact					
Decision-making authority					
Opportunity for career advancement					
Fit with my experience & skills					
Training/educational opportunities					
Job flexibility, work/life balance					
Supervisor and colleagues					
Support from management					
Title					
Other:					
Size of company					
Reputation of employer					
Management style					
Location					
Other:					
Base salary					
Bonus/stock-options etc					
Benefits (pensions, insurance, vacation etc)					
Perks (car, memberships, cafeteria, etc)					
Travel required					
Commuting requirements					
Other:					
TOTAL					