

Job Offer Comparison Checklist

When you are considering job opportunities, it's important to take into account all elements of the offer and compensation package, both the tangible factors such as salary and benefits, and the intangibles like location, work environment and potential for growth.

You can use this checklist to evaluate and compare any job offers you might receive.

- Before considering definite opportunities, think about your specific circumstances and rank the listed elements in order of importance to you – **Section II, III Importance Ranking**
- Once you have received an offer(s), fill in the company and position for each offer you are considering - **Section I**
- Fill in as much information as you can based on the offer package(s) you have been given. Under the quantitative side, make sure to consider what you would pay for the different elements as well as what the company would pay – **Section II, III**
- List the pros and cons of each position you are considering – **Section IV**

Don't forget to listen to your instincts. No matter the results of your comparison, if you don't feel that the opportunity is right for you, then it probably isn't.

Section I – Offers for Consideration

Offer #1	Company -	Position -
Offer #2	Company -	Position -

Section II - Qualitative Elements

Offer Component	Importance Ranking	Description	
		Offer #1	Offer #2
Job Content			
Organizational Culture			
Work Environment			
Availability of Feedback			
Growth Potential			
Location			
Commute Time			
Travel Requirements			
Relocation Requirements (Present and Future)			
Number of Hours per Week			
Daily Start / End Times			
Start Date			
Other - Explain			

Section III - Quantitative Elements					
Offer Component	Importance Ranking	Offer #1		Offer #2	
		Company Cost	Your Cost	Company Cost	Your Cost
Salary					
Signing Bonus					
Other Bonuses					
Commission					
Profit Sharing					
Health Benefits					
Medical					
Dental					
Vision					
Other - Explain					
401-K / Retirement Plan					
Paid Time Off					
Vacation					
Holidays					
Sick Days					
Other - Explain					
Stipend / Reimbursement					
Relocation					
Education					
Travel					
Expense					
Parking					
Gas					
Performance Reviews					
Other Perks (Cell Phone, Car, Computer, etc)					
Total Costs					

Section IV – Side-by-Side Comparison

Offer #1		Offer #2	
Pro's	Con's	Pro's	Con's