

Job Offer Decision Matrix

Criteria	Ranking	Job A	Job B	Job C
Growth Opportunities	2	4 (=8)	3 (= 6)	5 (=10)
Great Colleagues	4	4(=16)	5 (=20)	3 (=12)
Company Culture				
Challenging Work	5	3(=15)	5 (=25)	4 (=20)
Travel Opportunities				
Salary				
Work/Life Balance	3	5(=15)	4 (=12)	3 (=9)
Continuing Education				
Supervisor				
Recognition	1	2 (=2)	4 (=4)	3 (=3)
Medical Benefits				
Location				
(new criteria)				
(new criteria)				
TOTAL				
		56	67	54

Sample Decision Matrix

The sample decision matrix shows how to rank the TOP FIVE criteria for making a job decision by using rankings of 1 = least to 5 = most important.

1. Determine what criteria are the five most important to you in your job.
2. Rank those criteria 1 – 5, with 5 being the most important.
3. Then review each job offer and assign a rate on a scale of 1 – 5 to reflect how that job ranks for the criteria.
4. To get an idea of which job best meets your criteria, take the rating times the ranking and determine a score.
5. The job that receives the highest score best meets your criteria. (In this example, a quick summary would show that Job B had the highest overall score with Job A and C a close second.)

Create your own matrix with criteria most important to you.

Criteria	Ranking	Job A	Job B	Job C
TOTAL				