



Ready Reference H-4 Job Offer: Making the Decision

Use the matrix below as a decision making tool when comparing multiple job offers. You may find it helpful to first prioritize the importance of the items listed on the back side of this worksheet.

Job Offer Comparison				
In the "My Needs" column, weigh the criteria on a scale from 1 to 10 (1 = least important, 10 = most important) to determine your value for each factor. Next, on a scale from 1 to 10, weigh how well each company satisfies each of the criteria. Finally, total the columns. The higher the score, the closer the company comes to matching your needs.				
Criteria	My Needs	Company "A"	Company "B"	Company "C"
<i>Career & Professional Factors</i>				
Accountability/Adequacy of Staff				
Title				
Promotion/Personal Growth Potential				
Decision Making Authority				
Type of Work/Use of Talents & Skills				
Other				
<i>Company Factors</i>				
Size of Company				
Company/Industry History				
People Who Work There				
Characteristics/Values				
Management Style				
Other				
<i>Personal Factors</i>				
Compensation Base				
Bonus/Stock Options				
Benefits (Pension, Insurance, Vacation)				
Perks				
Geographic Location				
Travel Requirements				
Commuting Requirements				
Special Expenses (Relocation, Commuting)				
Other				
Total Scores				

Items to Consider and/or Negotiate

Mark A, B, or C next to relevant items to indicate your negotiating priorities (A = highest, C = lowest)

COMPENSATION

- ☐ Base Salary
- ☐ Bonus
- ☐ Incentive Bonus
- ☐ Money in lieu of benefits

BENEFITS

- ☐ Insurance Programs
 - ✓ Medical
 - ✓ Dental
 - ✓ Vision
 - ✓ Life
 - ✓ Long-Term Disability
- ☐ Financial Programs
 - ✓ Stock Options
 - ✓ Company Paid Pension
 - ✓ Immediate Vesting of Pension
 - ✓ Matching Investment/Profit Sharing
 - ✓ Long-Term Disability Thrift Plan
 - ✓ Other
- ☐ Educational Programs
 - ✓ Tuition Reimbursement
 - ✓ Leadership/Management Development
 - ✓ Education/Training Expenses
 - ✓ Professional Association Membership
 - ✓ Subscriptions

☐ Personal Days

☐ Vacation

☐ Holidays

PERKS

- ☐ Expense Account
- ☐ Company Car
- ☐ Commuting Allowance
- ☐ Parking Reimbursement
- ☐ Free Lunches

RELOCATION COSTS

- ☐ House Hunting Trips
- ☐ Apartment/House Location Assistance
- ☐ Moving Costs (Direct or Percentage)
- ☐ Travel Costs
- ☐ Temporary Housing
- ☐ Getting Settled Expenses
- ☐ Higher Cost of Living Subsidy
- ☐ Unusual Expenses (ex: Moving a boat or horse)
- ☐ Realty Fees, Legal, Closing Costs
- ☐ Higher Mortgage Cost Allowance
- ☐ Bridge Loan
- ☐ Low-interest Loan

EMPLOYEE SERVICES

- ☐ Employee Assistance Program
- ☐ Annual Physical Exam
- ☐ Legal, Tax, Financial Assistance
- ☐ Loans
- ☐ Discount on Purchases
- ☐ Computer Equipment

STATUS & LIFE STYLE PERKS

- ☐ Club Memberships
 - ✓ Country Club
 - ✓ Health Club
 - ✓ Airline VIP
 - ✓ Frequent Flyer
- ☐ Use of Company Apartment
- ☐ Premium Hotel Accommodations
- ☐ Executive Dining Room
- ☐ Spouse's Travel Expenses
- ☐ Company Tickets to Sporting Events, etc
- ☐ Sabbatical, Military, Maternity, etc Leave (paid)
- ☐ Larger, Better Office
- ☐ Private Secretary
- ☐ Reserved Parking