

# Negotiating Your Salary

with Valerie Sutton

## JOB OFFER EVALUATION WORKSHEET

**Directions:** This worksheet is designed to help you compare multiple job offers or new offers to your compensation at your current or last job. Begin by writing a brief description of the job or company name in each header. Next, write down the values that are most important to you, with number one being the most important. Examples have been provided below. Then, write down whether Job 1 "meets," "exceeds," or "does not meet" each of your value needs. Do the same for Job 2 and Job 3. Next, on page 2, write down the benefits that are most important to you, with number one being most important. Then, write a brief answer of what Job 1 is offering. Do the same for Job 2 and Job 3. Finally, going row by row, compare the answers you wrote for each job and circle the answer that is the best option. Do this for both values and benefits. If your answers for two companies are identical, then circle them both. If all three jobs "do not meet" your needs, then do not circle any answer.

After you have completed the worksheet, compare the answers you circled as the best offers. Which company is exceeding or meeting all or most of your values? Which company is providing the best benefits? Focus on the benefits and values you ranked as the most important to help determine the best job offer for you.

	Values	Job 1:	Job 2:	Job 3:
1				
2				
3				
4				
5				
6				
7				

### Values examples:

Company culture  
Economic security  
Financial gain  
Flexibility

Growth potential  
Helping others/society  
Independence/autonomy  
Intellectual challenge

Leading others  
Lifestyle  
Power and/or influence  
Recognition

Reputation of company  
Respect/prestige  
Social life/relationships  
Travel opportunities

Variety  
Work environment  
Work-life balance

	Benefits	Job 1:	Job 2:	Job 3:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Benefits examples:**

Salary  
 Health care  
 Retirement  
 Vacation time

Other days off  
 Housing/board  
 Relocation costs  
 Life insurance/disability

Equity (stocks, options)  
 Professional development  
 Telecommuting  
 Parking  
 Commuter benefits

Childcare  
 Laundry services  
 Family leave  
 Flextime  
 Tuition remission

Gym/health club  
 Cafeteria/meals  
 Memberships