

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