

JOB OFFER EVALUATION WORKSHEET

Directions: Under the left hand column labeled job offer factors, identify all of the factors about a job that are important to you and your family. We have given you some examples below such as reputation of facility, size of institution, salary range, supervisor support, on-site day care arrangements to within 15 minute commute from home. After you have identified the job offer factors, you will weigh **each one** related to the level of importance (1 = heavy importance to 3 = light importance). The next thing you will do is rate the facility on the opportunity they afford you this job offer factor; 1= outstanding opportunity to 5= poor opportunity. Multiply weight x rating and add all together for your total score. Look at the job offer evaluation scale to determine where your score falls into the range. Remember this worksheet should only be considered as a guide for evaluating a job offer. In the final analysis, a job seeker's "gut feeling" will often be the deciding factor in determining the acceptance of a valid job offer (and sometimes, your gut feeling will go against this rating system – that is ok!)

Job Offer Factors	Weight	Rating	Weight x Rating
Reputation of Facility	_____	_____	_____
Size of Institution	_____	_____	_____
Required Work Hours	_____	_____	_____
Salary	_____	_____	_____
Benefits	_____	_____	_____
Orientation Program	_____	_____	_____
Management Support	_____	_____	_____
Distance to Work	_____	_____	_____
Promotion Potential	_____	_____	_____
Level of Independence	_____	_____	_____
Working Conditions	_____	_____	_____
Available Resources	_____	_____	_____
Peer Support	_____	_____	_____
Teamwork	_____	_____	_____
Amount of Salary Increases	_____	_____	_____
Technical Support	_____	_____	_____
State of the Art Equipment	_____	_____	_____
Tuition Reimbursement	_____	_____	_____
Patient Population	_____	_____	_____
Continuing Education	_____	_____	_____
Institution's Fiscal Security	_____	_____	_____
_____	_____	_____	_____

My total score is: _____

Job Offer Evaluation Scale

20-40 = Consider accepting the job offer
 41-100 = Consider accepting with modifications

101-200 = Consider renegotiating the offer
 Above 201 = Consider declining the offer

The Job Offer Evaluation Sheet was developed by John E. McLaughlin and Stephen K. Merman. Sound Advice for Job and Career Strategists (Denver, Col.: Portland Management Group, 1977)

How to Continue Assessment of the Job Offer

To fully critique a job offer, you must continue to ask questions and assess the position's potential to your own career goals, values and interests. The following list of questions can also help you in deciding whether or not the job offer is right for you:

<u>Job Offer Assessment Questionnaire</u>	<u>Yes</u>	<u>No</u>	<u>Unknown</u>
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|--|-------|-------|-------|
| 1) Does accepting this job seriously affect your career? | _____ | _____ | _____ |
| 2) Has this facility grown rapidly in the past 5 years? | _____ | _____ | _____ |
| 3) Is the facility's rate of growth comparable to the rest of the industry/field? | _____ | _____ | _____ |
| 4) Does this organization pay as well as other organizations? | _____ | _____ | _____ |
| 5) Is this position funded by "soft" money (i.e., grant, etc.) | _____ | _____ | _____ |
| 6) Does this facility have prestige among other organizations? | _____ | _____ | _____ |
| 7) Does this facility value its' employees? | _____ | _____ | _____ |
| 8) Is this facility located in an area where you and your family would like to live? | _____ | _____ | _____ |
| 9) Do you value the services provided by this facility? | _____ | _____ | _____ |
| 10) Will you be able to achieve your career goals with this facility? | _____ | _____ | _____ |
| 11) Is the financial status of this department and facility financially sound? | _____ | _____ | _____ |
| 12) Does the mission statement or philosophy of care of this facility match your values? | _____ | _____ | _____ |
| 13) Do employees practice independently? | _____ | _____ | _____ |
| 14) Are the problems facing this department important to top level management? | _____ | _____ | _____ |
| 15) Is the relationship between your potential department and top-management positive? | _____ | _____ | _____ |
| 16) Is there promotion potential within this department? | _____ | _____ | _____ |
| 17) Are your skills and abilities needed by this department? | _____ | _____ | _____ |
| 18) Do you feel that this is the right department for you? | _____ | _____ | _____ |
| 19) Does the work seem challenging? | _____ | _____ | _____ |
| 20) Is the salary comparable to market value? | _____ | _____ | _____ |
| 21) Are you satisfied with the benefits package? | _____ | _____ | _____ |
| 22) Do the work hours fit your schedule? | _____ | _____ | _____ |
| 23) Does your potential supervisor seem supportive of his/her employees? | _____ | _____ | _____ |

24) In the space provided, describe conditions that you like about this job offer:

25) In the space provided, describe at least 10 conditions that you **do not** like about this job offer:
