

Use the matrix below as a decision-making tool when comparing multiple job offers. You may find it helpful to prioritize the importance of the items listed before you begin the employer comparisons.

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	<i>My Needs</i>	<i>Employer A</i>	<i>Employer B</i>	<i>Employer C</i>
Career & Professional Factors				
Accountability/Adequacy of Staff				
Title				
Promotion/Personal Growth Potential				
Decision Making Authority				
Type of Work/Use of Talents & Skills				
Other				
Company Factors				
Size of Company				
Company History/Stability				
People Who Work There				
Characteristics/Values				
Management Style				
Other				
Personal Factors				
Salary Base				
Bonus/Stock Options				
Benefits (Pension, Insurance, Vacation)				
Perks				
Geographic Location				
Travel Requirements				
Special Expenses (Relocation, Commuting)				
Other				
Total Scores				