I. **Corporate Culture:** defines the personality of the employer and can define the environment in which employees will work

Before you decide to accept a job offer, we encourage you to ask yourself some of the following questions:

1) Do the values, mission, and vision statements of this potential employer match my own values as an individual?
2) Some things to keep in mind:
   - **Work/Life balance:** is this a ‘family-friendly’ organization?  
     *Do they offer flexible work schedules?  
     *Could I work from home?
   - **Dress Code:** business casual versus business professional? Will I need to make a substantial investment in clothing for my new job?  
     *Personal Protective Equipment (PPE) – Will I need PPE in my new position? Will my employer pay for this?
   - **Union vs. Non-Union:** Will I be responsible for paying union dues in my new job if I work in a union environment?
Management Style: What is the management style of my new boss? Empowering or stifling?

Corporate Culture: Does it encourage and reward innovation?

II. The Organization Itself:
   A. Selection Process
      • How were you treated during the selection process?
      • Did they use an objective vs. selective interviewing process?
      • How long did the process take?
   B. Training Process
      • Does the organization have a formal training process in place for new hires?
      • Do they provide new employee orientation?
      • Will you have a mentor or trainer assigned to you?
   C. Reputation/Financial Standing
      • Financial standing?
      • Glassdoor.com
   D. Peers
      • Are there other employees there within your age group?
      • Does the organization have outside activities or social groups that you can take part in? (Employee Interest Groups)
   E. Turnover
      • What is the employer’s annual turnover?

III. The Job Itself
   • What percentage of travel is involved with this position?
     • Can you keep any frequent flyer miles that you earn while traveling on business?
   • Is there a promotional sequence for the position that you are being considered for?
   • How far is the commute from your home? (gas, wear and tear, automobile insurance, etc.)
   • What stressors are involved with this position?
     • Have travel?
     • Will you be on call?
     • Will you have to work evenings, nights, weekends, holidays, etc.?
     • Will you have much interaction with unhappy clients?
     • Little feedback from your immediate supervisor?
     • Insufficient training to do the job?
     • Overall poor fit?
IV. **Benefits**
- Does the organization offer tuition reimbursement as a benefit?
- Do you have to pay professional dues or will your employer pay these for you?
- Will the employer pay for professional certification or recertification fees?
- Do they offer a wellness program?

V. **Salary**
When an organization makes a salary offer, here are some of the things that factor into how the final offer was created:
- **Market data** – what is the local market paying for the type of position that you have been offered?
- **Internal equity** – what are others making with your experience level (knowledge, skills, and abilities)?
- **Cost-of living**: job location can impact the amount of a job offer
The table below will provide you with an overview of how you might evaluate two job offers and the factors that you might want to consider.

### Evaluating a Job Offer

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Position fits into my career plans and objectives</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>2. Employers values mirror my values</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3. Corporate culture appears to be a fit for me</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4. My knowledge, skills, and abilities will be used in this position</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. The work is interesting</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. Salary meets my expectations</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>7. The benefit package will meet my needs</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>8. The opportunity for advancement exists</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>9. I like the person that I would be reporting to</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>10. The company has a solid reputation</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11. The size of the company is right for me</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>12. I like where the job is located</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>13. The employer provides training</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Overall Score</strong></td>
<td><strong>47</strong></td>
<td><strong>52</strong></td>
</tr>
</tbody>
</table>

### Weighting Factors

- 5: Very important
- 4: Above average importance
- 3: Average importance
- 2: Below average importance
- 1: Little importance to you