Use the matrix below as a decision making tool when comparing multiple job offers. You may find it helpful to first prioritize the importance of the items listed on the back side of this worksheet.

### 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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>My Needs</th>
<th>Company &quot;A&quot;</th>
<th>Company &quot;B&quot;</th>
<th>Company &quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career &amp; Professional Factors</strong></td>
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<tr>
<td>Accountability/Adequacy of Staff</td>
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<tr>
<td>Title</td>
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<tr>
<td>Promotion/Personal Growth Potential</td>
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<tr>
<td>Decision Making Authority</td>
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<tr>
<td>Type of Work/Use of Talents &amp; Skills</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Company Factors</strong></td>
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<tr>
<td>Size of Company</td>
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<tr>
<td>Company/Industry History</td>
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<tr>
<td>People Who Work There</td>
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<tr>
<td>Characteristics/Values</td>
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<tr>
<td>Management Style</td>
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<td>Other</td>
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<tr>
<td><strong>Personal Factors</strong></td>
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<tr>
<td>Compensation Base</td>
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<tr>
<td>Bonus/Stock Options</td>
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<tr>
<td>Benefits (Pension, Insurance, Vacation)</td>
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<td>Perks</td>
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<tr>
<td>Geographic Location</td>
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<tr>
<td>Travel Requirements</td>
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<tr>
<td>Commuting Requirements</td>
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<tr>
<td>Special Expenses (Relocation, Commuting)</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Scores</strong></td>
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</tbody>
</table>
Items to Consider and/or Negotiate

Mark A, B, or C next to relevant items to indicate your negotiating priorities (A = highest, C = lowest)

COMPENSATION
- Base Salary
- Bonus
- Incentive Bonus
- Money in lieu of benefits

BENEFITS
- Insurance Programs
  - Medical
  - Dental
  - Vision
  - Life
  - Long-Term Disability
- Financial Programs
  - Stock Options
  - Company Paid Pension
  - Immediate Vesting of Pension
  - Matching Investment/Profit Sharing
  - Long-Term Disability Thrift Plan
  - Other
- Educational Programs
  - Tuition Reimbursement
  - Leadership/Management Development
  - Education/Training Expenses
  - Professional Association Membership
  - Subscriptions

Personal Days

Vacation

Holidays

PERKS
- Expense Account
- Company Car
- Commuting Allowance
- Parking Reimbursement
- Free Lunches

RELOCATION COSTS
- House Hunting Trips
- Apartment/House Location Assistance
- Moving Costs (Direct or Percentage)
- Travel Costs
- Temporary Housing
- Getting Settled Expenses
- Higher Cost of Living Subsidy
- Unusual Expenses (e.g., Moving a boat or horse)
- Realty Fees, Legal, Closing Costs
- Higher Mortgage Cost Allowance
- Bridge Loan
- Low-interest Loan

EMPLOYEE SERVICES
- Employee Assistance Program
- Annual Physical Exam
- Legal, Tax, Financial Assistance
- Loans
- Discount on Purchases
- Computer Equipment

STATUS & LIFE STYLE PERKS
- Club Memberships
  - Country Club
  - Health Club
  - Airline VIP
  - Frequent Flyer
- Use of Company Apartment
- Premium Hotel Accommodations
- Executive Dining Room
- Spouse’s Travel Expenses
- Company Tickets to Sporting Events, etc
- Sabbatical, Military, Maternity, etc
- Leave (paid)
- Larger, Better Office
- Private Secretary
- Reserved Parking

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