

EVALUATE MULTIPLE JOB OFFERS

What do you do if you have the good fortune of having more than one job offer to choose from? In order to increase your chances of making the best choice, you'll have to do some work to evaluate each offer. This can be challenging, but the process can be simplified and made more manageable if you use the Multiple Job Offer Evaluation Worksheet.

Multiple Job Offer Worksheet

- **Step 1:** Enter job offers in each block across the top of the form, starting with “1st Job Offer.”
- **Step 2:** Enter up to seven setting-specific values or criteria of importance to you in each block of the “Important Factors” column. Examples include fulfilling work, variety of work, responsibility, recognition, autonomy, challenge, advancement opportunity, work schedule, working conditions, salary, benefits, training program, location of job, commuting distance to work, company size, company reputation, friendliness of co-workers, performance evaluation system, etc.
- **Step 3:** Assign a weight for each factor (i.e., how important that factor is) on a scale of 1 to 10, with 1 being least important and 10 being most important. Enter the weight in the same block as the factor.
- **Step 4:** After evaluating each job offer, note how well that job offer meets each factor. Assign a rank for each factor on a scale of 1 to 5, with 1 meaning the job does not meet the factor and 5 meaning the job meets the factor very well. Multiply this ranking by the weight assigned to each factor for each job offer. Enter the total in the appropriate block for that job offer.
- **Step 5:** Add the scores in each block for each job offer and place the total score in the “Total Score” block at the bottom of the sheet.
- **Step 6:** Identify the job offer with the highest score.

	1 st Job Offer	2 nd Job Offer	3 rd Job Offer	4 th Job Offer
Important Factors				
Weight:				
Weight:				
Weight:				
Weight:				
Weight:				
TOTAL Score				