

# Evaluating Job Offers



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So you've been offered a job- congratulations! Now what? It's time to evaluate the offer, which goes beyond just the salary (although that's important too!). You should also assess the position itself, the organization, and the impact taking this position will have on your career goals and personal lifestyle. Here are some questions to ask yourself in each of those categories to help you make a sound decision:

## The Position:

- Do you like it? In your gut, are you looking forward to learning and working in this job?
- Does this job allow you to use your best skills and those you most enjoy using?
- Is the level of responsibility consistent with what you want and need?
- Do you like the clients/customers or whomever you would be serving/working with?
- You will be expected to bring or develop certain skill sets - what are they? Does the thought of working all day, using those skill sets, excite you? Interest you? Bore you?
- Will you be provided with training and professional development opportunities?

## The Organization

- Evaluate the financial condition of the organization:
  - Publicly held companies make financial statements available through their Annual Report.
  - Smaller, private companies and non-profits may provide only what information you glean from your interview and relevant conversations with staff, or what you might find in the news.
- Do you support their primary activity/product/service? Are your values in line?
- Is the workplace supportive of its diverse employees? Does it have diverse employees?
- Do you see a clear Diversity, Equity and Inclusion (DEI) statement that celebrates and encourages difference? Are there DEI training opportunities? Are the organization's DEI goals clearly stated?
- Do you think you can work well with your supervisor? Do you have a good feeling about them? Do you 'connect'?
- How do you feel about the prospective co-workers you met? Do you know how closely you will be working with certain people? Did you like and feel safe with them?
- What will your space be like? Can you be productive there? Is it a physically pleasant environment?

## Diversity, Equity and Inclusion

- Is the workplace supportive of its diverse employees? Does it have diverse employees?
- Can you easily find a clear Diversity, Equity and Inclusion (DEI) statement that celebrates and encourages difference?
- Are the organization's DEI goals clearly stated?
- Is there a permanent DEI working group that continually assesses the organization's progress and areas for improvement?
- Are there DEI training opportunities, and are they an expected part of the professional development process?
- Are there affinity groups for diverse employees and allies?

## The Offer:

- Does the salary seem to be in line with similar positions in similar-sized organizations?
- What types of salary increases or bonuses are offered? Merit or Cost-of-Living?
- How often will you be evaluated?
- If receiving commissions, would the smallest commission meet your minimum living expenses?
- Does the benefits package give you adequate health coverage based on your current needs?
- Is it inclusive? Dental, health, vision? Are there multiple health plan choices?
- How much are you expected to pay out of pocket for health insurance, and is a medical reimbursement account available?
- How much paid time off does the offer include? Is there flexible scheduling?
- Does the employer contribute to a retirement fund? Is there tuition reimbursement? Stock options?

## Personal Lifestyle:

- Will taking this job require you to make any major changes to your life? Really early or late start times? Working weekends? More than 40 hours a week? Travel?
- If you don't move, will this bring you a killer commute? If so, can you move or car-pool or take a bus?
- Will taking this position in any way have a negative effect on your personal/social life? Your physical/mental health?

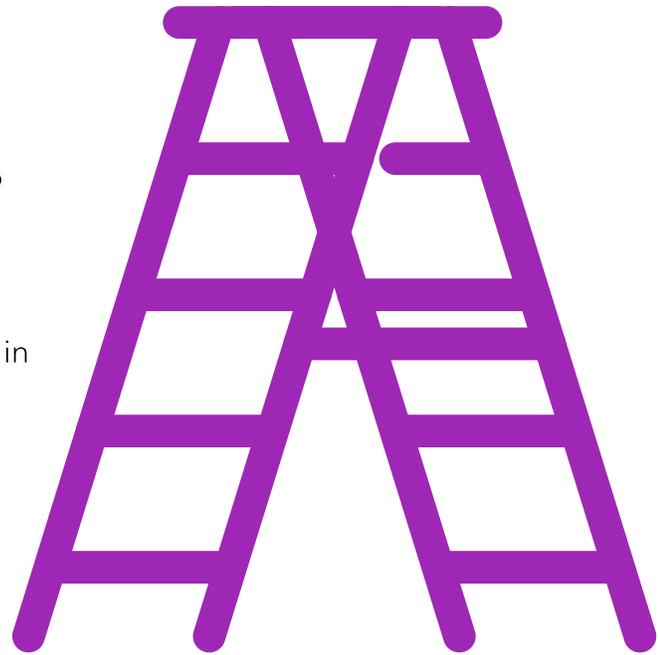
## Career Impact:

- How does this job fit with your overall career goals? Is it a logical stepping-stone? Will it provide skills and background that will be helpful in moving forward?
- Are you interested enough in the industry that you want to learn and grow in it?
- What is the career ladder like? Are there opportunities for advancement within the organization?
- What will this job prepare you for, i.e. where could you be in five years?

## Tough Cases:

Ideally you would be thrilled with the answers to the above questions in every area of your job offer evaluation. But realistically, that may not always be the case. Then it's important to ask yourself some tough questions:

- Do I have other offers on the table?
- What is the economy and unemployment rate like right now?
- Am I likely to get a better offer?
- What are my current financial needs?
- Can this job be a steppingstone along my path, even if it isn't my dream job?



This handout contains some tips from the Monster.com Salary Center article, "Assessing a Job Offer" by Max Messmer, and the Scouted.com article "13 Questions you should ask to understand if a company cares about diversity, equity, and inclusion" by Sarah Schultz