

Decision Factors & Evaluating Job Offers

Rank and list factors of greatest importance to you:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Salary • Benefits & perks • Bonuses or commission • Location • Nature/challenge of work • Professional development opportunities • Corporate Culture | <ul style="list-style-type: none"> • Company's values • Large or small company • Work environment • Work-life balance • Prestige of company and job • Work hours & flexibility • Advancement opportunities • Travel opportunities | <ul style="list-style-type: none"> • Recognition / Rewards • Rapport with supervisor and/or colleagues • Vacation & time-off policies • Importance or value of what the company does/produces • On-site facilities (fitness, childcare, etc.) |
|--|---|--|

Weight your most important factors (out of a total of 100). (For example, career opportunity, 30; salary, 30; rapport with supervisor, 20; benefits, 10; location, 10.)

Rate each offer on these factors based on how strong the offer is in each criteria using a rating system of 1-10. Then score each offer compared to others for a total rating score out of 1000.

Sample Decision Matrix

Factor	Weight (Relative to 100%)	Job A Rating	Job B Rating
Growth opportunities	25	6 (=150)	9 (=225)
Great colleagues	15	7 (=105)	8 (=120)
Challenging work	15	5 (=75)	10 (=150)
Travel opportunities	10	3 (=30)	7 (=70)
Compensation	10	9 (=90)	5 (=50)
Reasonable hours	9	7 (=63)	3 (=27)
Rapport with supervisor	9	9 (=81)	5 (=45)
Recognition	5	8 (=40)	4 (=20)
Medical benefits	2	2 (=4)	0 (=0)
TOTAL	100	638	707

Your Career Decision Matrix

Factor	Weight (Relative to 100%)
TOTAL	100