

Exercise

Understand the Offer Make copies of this form.

This worksheet is another tool for evaluating offers when they come. Complete it now so that you can be objective about what's important to you. Then make copies to use for evaluating each offer you receive.

<i>Name of potential employer</i>	<i>Name of hiring manager</i>
<i>Positives about opportunity</i>	<i>Concerns and Questions</i>
<i>How much the company seems to want you</i>	<i>How much you want the company</i>

Cash Compensation	Last Year	This Year	Next Year	Want	Need
Base Salary					
Bonus					
Commission/Other \$					
Total Cash Compensation					
Other: Car, Stock Options, Club Membership, Equity					
Total Other Cash Value					
GRAND TOTAL CASH					

Benefits	Priority A/B/C	Benefits	Priority A/B/C
Weeks of Vacation		Home Office	
Health Insurance		Family Medical Insurance, Co-Pay?	
Dental Insurance		Paid Holidays	
Vision Insurance		Sick Days	
Life Insurance		Retirement/401K/Matching/Pension	
Long-Term/Short-Term Disability		Deferred Compensation	
Employee Assistance Program		Tuition Reimbursement	
Training		Overtime	
Severance Agreement		Relocation	
Tech Support		Help with Spouse's Employment	
Day Care for Children		Temporary Living Expenses	

Other Factors	Other Factors
Title	Flexible Hours
Hours per Week	Free Time
Travel % (nights away)	Team vs. Individual Work
Promotability	Entrepreneurial
Management Experience/Training	Location
High- vs. Low-Risk Opportunity	Cost of Living Index Comparison

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