



Use the matrix below as a decision-making tool when comparing multiple job offers. You may find it helpful to prioritize the importance of the items listed before you begin the employer comparisons. Keep in mind all of these factors may not be applicable for summer and or full time positions but it will help you to begin thinking about your personal job values.

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 employer satisfies your level of need for each of the criteria. Finally, total the columns. The higher the score, the closer the company comes to matching your needs.				
Criteria	My Needs	Employer A	Employer B	Employer C
Career & Professional Factors				
Accountability/Adequacy of Staff				
Title – Job Level				
Promotion/Personal Growth Potential				
Decision Making Authority				
Type of Work/Use of Talents & Skills				
Billable Hours				
Firm/Organization Factors				
Size of Firm/Organization				
Company/Industry History				
People Who Work There				
Characteristics/Values				
Management Style				
Other				
Personal Factors				
Compensation Base				
Bonus				
Benefits (Pension, Insurance, Vacation)				
Perks				
Geographic Location				
Travel Requirements				
Commuting Requirements				
Special Expenses (Relocation, Commuting)				
Work/Life Balance				
Total Scores				

Compensation and Benefits

Here is a list of possible elements included in an employer's overall salary and benefits packages. Consider these items when evaluating job offers. Mark A, B, or C next to relevant items to indicate your priorities. Note that many of these elements may not be applicable to summer or entry level positions.

(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 EXPENSES

- House Hunting Trips
- Apartment/House Location Assistance
- Moving Costs (Direct or Percentage)
- Travel Costs
- Temporary Housing
- Getting Settled Expenses
- Higher Cost of Living Subsidy

EMPLOYEE SERVICES

- Employee Assistance Program
- Annual Physical Exam
- Discount on Purchases
- Computer Equipment

STATUS & LIFESTYLE PERKS

- 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
- Sabbatical, Military, Maternity, etc. Leave (paid)
- Larger, Better Office
- Private Secretary
- Reserved Parking