

# EVALUATING A JOB OFFER

Using the rating scale below, assess your job offer(s) according to your degree of satisfaction with the various factors listed. Add any factors you consider important. Total your responses to arrive at a score for each offer.

- 5 – very satisfied
- 4 – satisfied
- 3 – neutral
- 2 – dissatisfied
- 1 – very dissatisfied

FACTOR	OFFER #1	OFFER #2	OFFER #3
Match with career goals			
Job duties			
People for and with whom I would be working			
Salary			
Benefits			
Hours of work			
Working conditions and facilities			
Location of company			
Amount of business travel			
Training program			
Advancement opportunities			
My “gut feeling” about the job and company			
<b>TOTALS</b>			

\*Taken from CACEE's Looking for Work Series The Interview



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