



Analyzing a Job Offer

Congratulations on your job offer! Consider the following points and you will know if the company is right for you and will have a clearer picture of how strongly to further negotiate your position.

The Job:

- ★ The nature of the work and my specific tasks, is the position interesting and challenging?
- ★ Can I make final decisions and are my responsibilities reflected in my job title?
- ★ Will I need more training and will the company pay for it?
- ★ Will I get along well with my boss(s) and co-workers?
- ★ Will overtime be necessary?
- ★ Will travel create problems?
- ★ Will I need to relocate and will the company pay for this?
- ★ Is there reasonable job security?
- ★ Will I be proud to tell my friends what I do?

Positioning:

- ★ Will this job broaden / increase my background?
- ★ Does this job expose me to other opportunities or could it result in a significant promotion?
- ★ Will I be visible to decision-makers?
- ★ How frequent are my performance reviews?

The Company:

- ★ Is the organization too large / rigid for my personality? Or is it too small to offer room for advancement or impressive credentials?
- ★ Is the company's financial position healthy and is the business growing?
- ★ Does the firm have a reputation for treating its employees fairly?
- ★ Is there a high turnover of personnel?
- ★ Is the company's location convenient and is the commuting time acceptable?
- ★ If I relocate, will I like the lifestyle of the new location?

Financial Rewards:

- ★ Do I clearly understand the method of payment?
- ★ Is the salary competitive? If not, is it possible to get an early review and increase?
- ★ Are pay increases based on merit, length of service or exams?
- ★ Does the company pay bonuses or allow profit sharing?
- ★ Would I attend conferences and conventions?
- ★ Are there adequate paid holidays and sick days?
- ★ Do they have paid maternity / paternity leave?
- ★ Are there health, dental and life insurance?
- ★ Do they operate with an expense account?
- ★ Is there a company car program or car allowance?
- ★ Is there a clothing or uniform allowance?