Getting a job offer, especially for a position that you are very interested in, is really exciting! Often, the temptation can be to evaluate the offer just based on the money offered, but there are many other important components to consider.

As you make your decision, here are some things to consider based on both your professional and personal goals. Think about these different categories **BEFORE** you start interviewing and identify 3-5 top priorities that will serve as the most important criteria you will consider when evaluating job offers. This will give direction to the research/consideration you do during the interviewing process.

**Job Duties**

- What are the job duties and responsibilities?
- Will you enjoy performing the work?
- Do you have the basic knowledge, skills, and abilities to perform the job successfully?

**Compensation**

- Is the compensation fair for the job in the geographic area? Do your research and know what the job is worth.
- What other forms of compensation are offered besides base pay? Ex: performance bonuses, regularly scheduled increases based on performance

**Benefits and Perquisites**

- What benefits are included?
- What are the costs of the benefits?
- How soon do the benefits begin?
- What non-monetary perks are offered?
  Example: some companies offer a 9/80 work schedule where you work 80 hours over the course of 9 days and get the 10th day off. Other companies may offer use of free onsite amenities, like workout facilities.

**Growth and Development Opportunities**

- What types of formal training opportunities will be provided? Example: internal training, external training, professional conferences?
- What career paths for growth are there? Example: different levels of the same role
- What is the philosophy for promotions? Does the company typically promote from within or do they go externally to hire for higher level positions?
- How will this opportunity help you achieve your ultimately career goal?
Evaluating Job Offers

Work Schedule and Travel

- What is the work schedule (days and hours)?
- How much flexibility is there if you need to take time off for a personal appointment, like a doctor appointment?
- How long will it take for you to commute to work?
- Are there opportunities to work offsite from a remote location?
- How much travel is required and how frequent will it be? Do you like the locations to which you will travel?

Relocation

- Does the job require relocation now or in the future?
- Is there an expectation of relocation in the future for career advancement?
- What support is provided to assist with relocation?
- Do you like the geographic area(s) where the company is located?

Company Culture

- How do your personal mission, vision and values align with those of the company?
- How interested are (or can you become) in the products and/or services of the company?
- How comfortable are you with the size of the company? What are the merits of working for a small, medium, or large company?
- How formal is the company culture and can you be at your best in that environment?
- What will the work environment be like, including the team of co-workers?
- What level of flexibility will you have when performing the job?

Work Environment

- What is the pace of the work environment?
- How is the atmosphere? Example: Formal, laid back, serious, fun
- How diverse or homogenous is the organization?
- How competitive is the work team you will be part of?
- How structured or unstructured is the environment and/or work?
- How will this job provide you with work/life balance?

Supervision

- What is the style of leadership of your direct manager?
- How closely managed will you be?
- How often does the team meet together regularly?
- Does the job require you to work independently or closely with others? What level of collaboration does the job require? Does this align well with your personal preferences for how you work best?
- Does the position report into one department or is it matrixed with accountability to multiple departments?