



**CAREER
SERVICES**
GROVE CITY COLLEGE

Evaluating Job Offers

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SUCCESSFULLY EVALUTING JOB OFFERS

Congratulations, your job search has paid off! You have received your first offer of employment, and are waiting for other offers to arrive. It is now time to evaluate the offer you have received. Salary is not the only consideration when evaluating a job offer. Review the following list of factors before making a final decision.

The Position

The first thing to evaluate when considering any offer is the nature of the work. No matter what the job title, if you believe you will enjoy the basics of the job, and learn essential skills that fit into your career plans, it will benefit you to accept. Please consider the below questions.

- What is the job content? Does it interest you?
- What would your specific responsibilities include?
- Can you successfully perform the required responsibilities?
- Does the position fit in with your long-range career goals?
- What is the growth potential in this position?

The Organization

Make sure you thoroughly understand the business, and those who are leading it. Does the company have a vision about their future in the market, and can you see yourself being passionate about that vision? Also, do you believe you can fit into the organizational culture? Get a sense of not only the culture but of the personalities and work-styles of potential co-workers.

- Is the company financially stable?
- Is the company growing or downsizing?
- What is the company's market share?
- Who are its competitors?
- What is the turnover rate?
- What is the reputation of the employer?
- Is it a well-established or new company?
- What are the employer's values?
- What is the corporate culture like?
- What kinds of people are most successful at the company?

Your Supervisor

Ask yourself honestly if you believe you can work well with the supervisor. You will want to feel comfortable with the person, and their management style. It is extremely important to have someone who will support you, and act as your mentor.

- Do you feel comfortable with your supervisor and their management style?
- Do you think you can work well with this person?
- Do you think your boss is committed to your growth and success?

Typical Work Week

Make a test trip and see what the commute would be like from home to work during rush hour. Don't underestimate location and commute as a satisfaction issue.

Remember your commitments to family and friends, and decide what matters most to you if work length becomes an issue.

- How many hours a week does the position require?
- Do you like the location where you will be working/living?
- How long is the commute from home to work?
- Is traveling mandatory?
- How will this affect your family, your social life, your church commitments, etc..?

Salary and Benefits

There are many factors that affect starting salary. For example geographic location and cost-of-living play a big part in determining compensation levels. Supply and demand also play a major role. If there are a large supply of candidates in a certain field competition increases making salaries decrease. Don't think of salary as the only aspect of compensation. Also pay attention to the benefits offered. A good benefits package can add as much as 30% to your overall compensation. Common offered benefits include: health insurance, vision care, dental care, 401K plans, life insurance, vacation/paid time off, stock ownership plans, tuition assistance/reimbursement, and even adoption benefits. Remember: people working solely for money will eventually be unfulfilled!

- Is the salary at market level when you take into account geographic region and cost of living?
- How are individual increases determined (performance, job-level, length of service etc.)?
- What benefits are included?

MANAGING JOB OFFERS

What happens when you receive an offer from a company, but you are still waiting to hear back from other organizations, specifically your top-choice organization? You do not have to accept an offer immediately. Recruiters want you to make the best decision for you. It will not benefit the organization if you accept and then leave soon there after, because you were pressured into making a quick decision. Employers recognize that it's smart business to give as much time as they can for students to carefully consider their options. Therefore, it is not unreasonable to ask an employer for two to four weeks when deciding on an offer.

Next, contact your first-choice organization and let them know you have received another offer, and your time frame has now moved forward. Ask if the decision about your employment can be made within the time granted by the other organization.

DECIDING ON MULTIPLE JOB OFFERS

Point System Matrix – the matrix below is intended to help you set priorities for accepting a position, and then to evaluate two or more job offers. Such a decision can not be made into an absolute science, but this organizational evaluation method can assist you with your decision. It is a way to demonstrate which offer provides you with the most of whatever features are important to you.

- 1) Review the list of factors on the Job Offer Scoring Sheet, and at the bottom under “Other Factors” add any factors which you expect to evaluate your decision on that are not already listed.
- 2) Make one copy of the Job Offer Scoring Sheet for each offer you have received. You will develop a job-rating score for each offer.
- 3) See Column 1. Assign each factor a primary weight according to the below scale:
 - 0 = Absolutely no importance to me
 - 1 = Minimal importance to me
 - 2 = Somewhat important to me
 - 3 = Important to me
 - 4 = Highly important to me
 - 5 = Of critical importance to me
- 4) See Column 2. Evaluate each job offer on every factor you weighted. If you are not sure how to evaluate a particular factor for one of your offers, you need to estimate it. Use the following scale:
 - 0 = Poor
 - 1 = Weak
 - 2 = Average
 - 3 = Good
 - 4 = Excellent
 - 5 = Superior
- 5) See Column 3. Multiply each Column 1 by each Column 2 (weight x evaluation) for each job offer. This will give you each offer’s factor scores, one by one.
- 6) Add the figures in Column 3 to determine the total point score for that offer.
- 7) When you have completed the exercise, go back and recheck your weightings for each factor and scores for each offer. Adjust and recalculate where this seems necessary. The highest score would appear to best meet your criteria, so if the result disappoints you, look for the reason!

Point System for Considering Multiple Job Offers

Job Offer Scoring Sheet

Employer _____

| | Factor Weighing 0-5 | Offer Factor Evaluation 0-5 | Factor Score Column 1 x Column 2 | Comments |
|--|---------------------|-----------------------------|-------------------------------------|----------|
| Professional Factors | | | | |
| Nature of the job | | | | |
| Advancement Potential | | | | |
| Type of Company/Industry | | | | |
| Company Culture | | | | |
| Reputation of Company | | | | |
| Stability of Company | | | | |
| Size of Company | | | | |
| Growth of Company | | | | |
| Feel company really wants me | | | | |
| Training Program | | | | |
| Rapport with supervisor | | | | |
| Respect for & from colleagues | | | | |
| Time commitment - hours | | | | |
| | | | | |
| Personal Factors | | | | |
| Proximity of family & friends | | | | |
| Frequent relocations | | | | |
| Location - commute distance | | | | |
| Size of community | | | | |
| Vacation/sick leave policies | | | | |
| Benefits (health insurance) | | | | |
| Tuition Reimbursement | | | | |
| Recreational activities in area | | | | |
| Spouse's preferences | | | | |
| | | | | |
| Other Factors | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Factor Score (Sum of column 3) | | | | |

JOB OFFER OPTIONS

Searching for a position can be a long and arduous process, and making a careful decision regarding a job offer is very important. Getting an offer does not mean you have to take the job. Most employers do not expect you to make an immediate decision. You will probably be given a week or more to decide. You have three job offer options:

- 1) Stall – Express appreciation for the offer. Tell them that because this is such an important decision you would like to ask them for more time to think. Agree on a reasonable time frame and get back to them with your decision.
- 2) Accept – Show your appreciation for the offer, and ask for the offer in writing. At this point, to abide by NACE (National Association of Colleges and Employers) ethical/professional standards, you should not interview for any other positions (thus ceasing all job searching activity), and reject all other offers by phone, letter or email. You are making a commitment to this organization and should not break the verbal “contract” or promise you and the employer have officially agreed upon. Doing so could damage your reputation and is essentially viewed as unethical and unprofessional.
- 3) Reject – Express appreciation for the offer, say something positive about the employer, and then professionally turn the offer down.

FINAL DECISION

Keep in mind that while you want to make the best possible decision at this moment in time, your decision is not irrevocable. You will most likely not remain with your first employer for your entire career. As you progress in your career you will continue to learn which features are of highest priority for you, and your priorities will also probably change over time. Learn how to find the best opportunity to have these priorities met.