



Deciding between multiple job offers can be tricky. How do you know which one to pick? The best way to get peace of mind and make the right decision is to compare the different positions. Use the following worksheet to go through your options.

Start by evaluating your own needs and preferences

Is there anything you absolutely require in order to accept an offer?

Then compare the two offers across multiple criteria and circle the “winner” in each category

SCHEDULE	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Start & End Times			
Days/Hours Per Week			
Flexibility			
Commuter Time/Distance			
Other			

Job Offer Comparison Worksheet



BENEFITS & COMPENSATION	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Base Salary			
Overtime Options			
Raise/Bonus Policies			
Insurance & Health Benefits			
PTO & Sick Days			
Other			

THE WORK	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Interest in Job Duties			
Business Trips			
Learning Opportunities			
Ability to Take Risks/ Implement New Ideas			
Other			

THE WORKPLACE	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Company Values			
Culture & People			
Organizational Structure			
Company Reputation			
Other			

Job Offer Comparison Worksheet

YOUR FUTURE	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Growth Opportunities			
Job Security			
Professional Development			
Alignment With Desired Career Path			
Other			

RELOCATION	OFFER 1	OFFER 2	IMPORTANCE High, Med & Low
Cost of Living			
Relocation Package			
Surrounding Community			
Other			

Finally, list the “winner” of each category with the offer

OFFER 1 WINNERS	OFFER 2 WINNERS