

# EVALUATING JOB OPPORTUNITIES

If a job offer is extended consider the offer thoroughly before giving a hasty response. In order to evaluate a job opportunity, you must first determine your needs, wants and desires. Do not feel pressured to make a quick decision. Instead, imagine yourself going to work each day for that employer and prioritize your work values. Use the table below to help you prioritize.

### Your Priorities

- 3=Must have (most important)
- 2=Really want (important)
- 1=Nice to have (least important)
- 0=Not Important

### Degree to which job meet priorities

- 3=Better than expected
- 2=Meets my needs
- 1=Less than expected
- 0=Does not meet my needs /NA



Work Values	Your Priority	Job #1	Job #2	Job #3	Job #4
Fulfilling Work					
Variety of Work					
Responsibility					
Recognition					
Autonomy					
Challenge					
Advancement Opportunity					
Flexible Schedule					
Working Conditions					
Salary					
Fringe benefits					
Training Program					
Location of Job					
Commuting distance					
Size of Company					
Reputation of Company					
Friendly Co-workers					
Stability of industry					
Type of Business					