



Factors To Consider When Targeting Jobs and Evaluating Job Offers

Since there are a lot of jobs out there you should decide what you need and want from a prospective job prior to applying. Once you identify and prioritize your major concerns, you can then research and target those jobs that are best for you. You can also rank these concerns when trying to decide between two attractive job offers.

The following worksheet lists some factors that you may wish to consider in your decision-making. Compare your preferences with what the employer or job opportunity can provide.

| Values, Skills, Interests & Goals | I Require or Desire | Job Requires/Offers |
|---|---------------------|------------------------|
| Geographic Location (Housing, Cost of Living, Community Services) | | |
| Commuting Distance | | |
| Travel Opportunities/ or Requirements | | |
| Type of Industry or Organization | | |
| Size of Company or Agency | | |
| Physical Surroundings (Work Environment) | | |
| Career Mobility | | |
| Job Security | | |
| Opportunity for Training and Personal Development | | |
| Salary, Commissions & Bonuses | | |
| Fringe Benefits | | |
| - Vacation | | |
| -Sick Leave | | |
| -Disability | | |
| -Parenting Leave | | |
| -Medical | | |
| -Dental | | |
| -Prescriptions | | |
| -Life Insurance | | |
| -Retirement | | |
| -401K or 403B | | |
| -Profit Sharing | | |
| -Stock Options | | |
| -Moving Allowance-Tuition | | |

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| Reimbursement | | |
| -Spouse Relocation Assistance | | |
| -Child Care | | |
| -Wellness Programs | | |
| Work Based on Personal Interests | | |
| Fulfillment of Career/Personal Goals (short- and long-term) | | |
| Seeing Results of Your Work | | |
| Flexible Work Schedule, Telecommuting Option | | |
| Independence and Autonomy | | |
| Amount of Time Devoted to Job and to Leisure | | |
| Working Under Pressure | | |
| Prestige and Status | | |
| Recognition of Work by Others | | |
| Sense of Achievement and Satisfaction | | |
| Challenge and Competition | | |
| Responsibility and Decision-Making | | |
| Leadership | | |
| Predictability and Stability | | |
| Variety of Job Tasks and Work Settings | | |