**Offer Negotiations Worksheet**

Using the numbers below, weigh how important you think each FACTOR is in the left column below:

**FACTORS & weights**

1- Somewhat Important  
2- Important  
3- Very Important

Using the numbers below, rate ( ) how well you think each Employer meets your identified factors:

0 – Not at all  
1 – Poor Match  
2 – Close Match  
3 – Exact Match

Multiply the weight for each factor times the rating for each employer in meeting that factor, and then total the scores to help evaluate each offer.

<table>
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<tr>
<th>FACTORS &amp; (weights)</th>
<th>EMPLOYER 1</th>
<th>EMPLOYER 2</th>
<th>EMPLOYER 3</th>
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**TOTAL**

Some Factors to Consider...
Location

Salary

Job Security

Career Advancement

Signing Bonus

Relocation Expenses

Sales Commissions

Profit Sharing

Insurance Plan

Retirement Plans

Prestige of Company/Job

Expense Account

Car/Mileage, Fuel Allowance

Vacations

Flexibility

Work Hours

Company Culture

Company Values

Company Size

Career Path

Training Opportunities

Education Reimbursement

Add Others (whatever is important to you:)

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