

Assessing and Evaluating Job Offers Checklist (Close the Deal)

You've made it – you've been offered a job! It is tempting to be grateful for an offer, but you should pause to consider whether it gives you what you want! Here we are back at the Alignment Model again. Think about the following:

VALUES AND INTERESTS

- How does it compare with the values you consider important?
- Will it satisfy your areas of interest?

EXPERIENCE AND SKILLS

- Does it make full use of your skills and experience?
- Are your duties/responsibilities clearly defined and can you meet the requirements?

DEVELOPMENT OPPORTUNITIES

- Does the company have an induction programme for all staff?
- What are the training and promotion opportunities?

WORKING CULTURE

- Have you met the people with whom you will work?
- Do you like the atmosphere within the organisation? How good is morale?
- What are the conditions of employment like e.g. flexible working?

LOCATION

- If relocation is necessary, what do you know about social, education and recreational facilities?
- Would your family like to live there?
- What would travel to work be like, cost and time?

SALARY PACKAGE

- What is the total salary package?
- How does this meet your needs now and in the near future?
- When is the first review?