**Evaluating the Job**

**Completed Example**

Begin by considering which job factors you may want to refine and adjust the job facts to fit your individual needs. Job factors are those criteria that you deem to be most important to you in a position. Some sample factors you may want to consider are:

* Job content
* Career path
* Financial aspects
* Company stability
* Working conditions
* Geographic location
* Fringe benefits

Next, you will need to describe, within each factor, the aspects that are most meaningful to you. For example, in the case of job content:

* Can I do the work? Will I enjoy it?
* Is the work challenging? Is it socially acceptable?
* Is there enough creativity involved?
* Is there leadership potential?
* Does the job offer a sufficient degree of independence?

Weighting of the Factors

When you have decided what job factors to use, you need to establish the importance of each factor relative to the others. The factors must be prioritized and weighted in order of importance to you. Start by listing the factors in order of importance, and then apply a weighting or number of points against each factor.

**For example:**

Re-ordered by importance Weighted

1. Job Content 25 points

2. Career Path 20

3. Financial Aspects 15

4. Geographic Location 13

5. Working Conditions 12

6. Company Stability 10

7. Fringe Benefits 5

 \_\_\_

 **100 points**

Job Rating

The next step is to establish to what degree each job offer fulfills the objectives of each factor. An easy approach is to award points on a scale of 1-5 for each job factor, as shown below:

Job offer substantially exceeds my objectives for this factor 5 pts.

Job offer exceeds my objectives for this factor 4 pts.

Job offer generally meets my objectives for this factor 3 pts.

Job offer falls short of my objectives for this factor 2 pts.

Job offer falls substantially short of my objectives for this factor 1 pt.

This will enable you to quickly determine your personal level of satisfaction with the offer.

**Forming an Evaluation Table**

Now put everything together to form a table.

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB FACTORS** | **WEIGHT(100 pts total)** | **JOB RATING****(1-5 scale)** | **TOTAL POINTS** |
| Job Content | 25 | 4 | 25 x 4 = 100 |
| Career Path | 20 | 3 | 20 x 3 = 60 |
| Financial Aspects | 15 | 3 | 15 x 3 = 45 |
| Geographic Location | 13 | 3 | 13 x 3 = 39 |
| Working Conditions | 12 | 3 | 12 x 3 = 36 |
| Company Stability | 10 | 3 | 10 x 3 = 30 |
| Fringe Benefits | 5 | 2 | 5 x 2 = 10 |
| **TOTAL** | **100 points** |  | **320 points** |

**The following Job Offer Comparison Sheet may be helpful should you be reviewing several offers simultaneously.**

**Job Offer Comparison Sheet**

**(Rating Scale: 1 - 5)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Factors** | **Job Factor****Weight** | **Ideal Job** |  | **Offer A** |  | **Offer B** |
|  |  | **Rate** | **Pts** |  | **Rate** | **Pts** |  |  | **Rate** | **Pts** |
| ***1. Job Content***Will I enjoy the position?Challenge? Creativity?Social acceptance?Leadership potential?On-the job freedom/autonomy? | **25** | **4** | **100** |  | **3** | **75** |  |  | **2** | **50** |
| ***2. Career Path***Is it what I want?Promotion prospects?Training and experience? | **20** | **3** | **60** |  | **5** | **100** |  |  | **2** | **40** |
| ***3. Financial Aspects***Compensation package?Starting salary and potential?Other benefits?Working hours? | **15** | **3** | **45** |  | **2** | **30** |  |  | **5** | **75** |
| ***4. Geographic Location***Does it suit me?Is it isolated?Political and natural climate?Work available for spouse?Schooling? | **13** | **3** | **39** |  | **3** | **39** |  |  | **3** | **39** |
| ***5. Working Conditions***Suitable? Comfortable?Stress factors?General employee morale?Will I fit in? (chemistry) | **12** | **3** | **36** |  | **4** | **48** |  |  | **1** | **12** |
| ***6. Company Stability***Is the company sound?Quality of product?Employee turnover and attitude?Reason for vacancy? | **10** | **3** | **30** |  | **2** | **20** |  |  | **4** | **40** |
| ***7. Fringe Benefits***Is the package suitable?What are the various plans?What is vacation allowance?Any unique factors? | **5** | **2** | **10** |  | **5** | **25** |  |  | **2** | **10** |
| ***TOTAL*** |  |  | **320****(total points for ideal position)** |  |  | **337****Total points for Offer A** |  |  |  | **266****Total points for Offer B** |

Analyzing the Data

Once you have rated the offer against the job factors of your ideal job, you need to analyze the scores.

Job Offer "A" totaled 337 points which exceeds the ideal point score of 320 by 15%

Job Offer "B" totaled only 266 points which is 17% below the ideal job and would also appear to be less attractive than Offer A.

*To accept or decline an offer should not be decided using any one method. The final decision is always yours! However, for some people, looking at the offer in sections or pieces might assist them in confirming their decision.*

*Generally speaking, if a job offer scores less than an 80% match to the ideal job, the chances are that it will prove to be unsatisfactory and unrewarding as a long-term position. Circumstances sometimes dictate that we accept something less than our ideal job, but be aware that this might be a contingency or transitional position.*

**Template**

**Developing your own job offer evaluation table**

Job offer substantially exceeds my objectives for this factor 5 pts.

Job offer exceeds my objectives for this factor 4 pts.

Job offer generally meets my objectives for this factor 3 pts.

Job offer falls short of my objectives for this factor 2 pts.

Job offer falls substantially short of my objectives for this factor 1 pt.

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB FACTORS** | **WEIGHT** | **JOB RATING** | **TOTAL POINTS** |
| Job Content |  |  |  |
| Career Path |  |  |  |
| Financial Aspects |  |  |  |
| Geographic Location |  |  |  |
| Working Conditions |  |  |  |
| Company Stability |  |  |  |
| Fringe Benefits |  |  |  |
| **TOTAL** |  |  |  |

**Job Offer Comparison Sheet**

**(Rating Scale: 1 - 5)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Factors** | **Job Factor****Weight** | **Ideal Job** |  | **Offer A** |  | **Offer B** |
|  |  | **Rate** | **Pts** |  | **Rate** | **Pts** |  |  | **Rate** | **Pts** |
| ***1. Job Content***Will I enjoy the position?Challenge? Creativity?Social acceptance?Leadership potential?On-the job freedom/autonomy? |  |  |  |  |  |  |  |  |  |  |
| ***2. Career Path***Is it what I want?Promotion prospects?Training and experience? |  |  |  |  |  |  |  |  |  |  |
| ***3. Financial Aspects***Compensation package?Starting salary and potential?Other benefits?Working hours? |  |  |  |  |  |  |  |  |  |  |
| ***4. Geographic Location***Does it suit me?Is it isolated?Political and natural climate?Work available for spouse?Schooling? |  |  |  |  |  |  |  |  |  |  |
| ***5. Working Conditions***Suitable? Comfortable?Stress factors?General employee morale?Will I fit in? (chemistry) |  |  |  |  |  |  |  |  |  |  |
| ***6. Company Stability***Is the company sound?Quality of product?Employee turnover and attitude?Reason for vacancy? |  |  |  |  |  |  |  |  |  |  |
| ***7. Fringe Benefits***Is the package suitable?What are the various plans?What is vacation allowance?Any unique factors? |  |  |  |  |  |  |  |  |  |  |
| ***TOTAL*** |  |  |  |  |  |  |  |  |  |  |