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Factors To Consider When Targeting Jobs and Evaluating Job Offers

There are lots of jobs out there! Since you can't possibly apply for all of them, you should decide what you need and want from a prospective job. Different jobs can provide you with different opportunities to meet your short-range and long-term personal and career goals. Some jobs are better suited to your personal values and job-related interests and skills than other jobs. Once you identify and prioritize your major concerns, you can then research and target those jobs that are best for you. You can also choose and then rank or weight 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 requirements and preferences with what the employer or job opportunity can provide.

Values, Skills, Interests & Goals	I Require or Desire	Job Requires/Offers
<ul style="list-style-type: none">• Geographic Location (Housing, Cost of Living, Community Services)• Commuting Distance• Family/Personal Concerns• Geographic Mobility (Frequency of Moves)• 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• Use of Skills and Attributes (list)• Salary, Commissions & Bonuses		

Continued on Reverse

Values, Skills, Interests & Goals

I Require or Desire

Job Requires/Offers

- Fringe Benefits
 - Vacation
 - Sick Leave
 - Disability
 - Parenting Leave
 - Medical
 - Dental
 - Prescriptions
 - Life Insurance
 - Retirement
 - 401K or 403B
 - Profit Sharing
 - Stock Options
 - Moving Allowance
 - Tuition Reimbursement
 - Spouse Relocation Assistance
 - Child Care
 - Wellness Programs
- Work Based on Personal Interests (list)
- Fulfillment of Career/Personal Goals (short- and long-term)
- Flexibility of Work Policies and Authorities
- Flexible Work Schedule, Telecommuting Option
- Amount of Time Devoted to Job and to Leisure
- Independence and Autonomy
- 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
- Seeing Results of Your Work