



WORKSHEET

EVALUATE YOUR OFFER

You have received a job offer, now what?

You have received a job offer. Kudos to you! The hard work paid off. Take a moment to congratulate yourself and breathe a sigh of relief. As great as this news is, there is a decision to be made. A decision to say yes or no. You may be tempted to jump at the chance of a new job, but it is important to consider all factors before making the final decision. It can take some time to make up your mind because there are a lot of factors involved in accepting or rejecting an offer, but you don't want to wait too long to respond.

Your initial steps for action:

1. Analyze the offer.

- Is there any missing information such as the number of PTO (Paid Time Off) days or bonus breakdown
- Make a note of any points of confusion on the offer
- Ensure that the offer is in writing

2. Acknowledge the offer with a thank you.

- Demonstrate your enthusiasm by responding with a written acknowledgment within 12-24 hours
- Don't negotiate yet, you have some research to do

3. Begin your research to ensure you are not undervaluing yourself

Remember. It is not a real offer unless it is in writing.



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Consider Red Flags

Now that you have a job offer, it is time to pay attention to any red flags that may appear during your research. When you're trying to decide whether to accept the offer, look for patterns in your thoughts and emotions. Don't try to decide absolutely right or wrong.



While it can't be guaranteed that the job you take will be a good fit, paying attention to potential red flags during the interview process and assessing whether they are concerning enough to you to question whether the job is the right fit for you can help prevent avoidable employment problems or having to search for a new job in a few months.

On the following page, consider the red flags and make notes on whether your "gut" tells you whether it is a good thing or not so good thing. A green flag denotes a positive experience.



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Considerations	Green Flag	Red Flag
PACE: Was the pace of the hiring process fair? If it spanned more than six weeks or was done in a few days, you should consider this a red flag.		
COMMUNICATION: How were you treated through the hiring process? Did the organization go quiet for weeks at a time? Did they request last-minute interviews from you? If they did, this could be reflective of the organization's culture.		
NUMBER OF PEOPLE MET: Ideally you would want to meet the hiring manager, a team member and some stakeholders. Any less, and this may mean that the organization is siloed or hiding a poor team working culture. Any more could be a sign of a bureaucratic culture.		
HIGH TURNOVER: What is the history of the role? Anything less than eighteen months could suggest an issue with the role, team or management.		
ACCURATE JOB DESCRIPTION: As you went through the interview process, did you find that the interviewers described the job in a similar way to the job description? If it was different, this could indicate a lack of clarity about the job role and responsibilities		
PROMISES: Sometimes to sweeten the deal, hiring managers will make verbal promises for future salary increases, job responsibilities or working patterns. If it is not in the offer letter, it is unlikely to happen.		
SUPRISES: Surprises such as additional interview rounds, a compensation rate you were not expecting, changes in the job role description, etc. all mean that there is uncertainty and change happening. This can be a challenge for potential new starters. Ask yourself if you are comfortable with that		
Total Number of Flags:		



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Take note of anything else related to your decision here:

Ask yourself if you are picking the right job.

Before launching into the numbers and specifics of the role, you should ask yourself about the job itself.

- Read over your job description. Does it align with what you want? Even though you may be excited about the opportunity, make sure the position is aligned with your career goals and values before negotiating and accepting the offer.
- Consider what skills are required for this role, as well as how much additional training you will need to perform well in this role. If there are several skill gaps between what's required of you and where you are currently, then take some time before accepting or rejecting their offer. Often, we get swept up in the excitement of the new job, but months in feel frustrated and upset if the job is difficult or we struggle with certain responsibilities.



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Take your time.

Once you have received a job offer, take your time to consider it. You may be excited about the opportunity and want to accept immediately, but this isn't always the best course of action for everyone.

Consider what you need from your next job and whether this new role will provide those things for you. If there are specific perks or benefits that would make the role more appealing, consider if those can be negotiated into the agreement before accepting. Your needs may change over time; make sure that any promises made about compensation or benefits are in writing so they cannot be changed later without your consent.

What benefits or perks make this job appealing to you?

Are there any benefits or perks you would like to see included in the job offer?