### Job Evaluation Tool

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<th>Decision Criteria</th>
<th>Importance (H,M,L)</th>
<th>Weight (100 pts.)</th>
<th>Rating (1-10)</th>
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**Total**

**INSTRUCTIONS:**

1) Without thinking about the job options you are considering, list the important criteria that you desire most in your next job.
2) Rate the importance level of each criteria (High, Medium, Low).
3) Allocate 100 points among the criteria to indicate how important each one is relative to the others. The total must equal 100.
4) List one of your job options under Job A. Rate this job on how well it meets each criteria with 1 = "doesn't meet" and 10 = "meets the criteria."
5) Multiply your Rating with the Weight and fill it in the "Weighted Score" box. Add up the total.
6) Perform the same rating and weighting process for the other job options; even job options for which you do not yet have an offer.
7) If you do not have enough information to rate a job accurately, determine what you need to know and try to obtain that information now.
8) You may wish to re-order your criteria from highest importance to lowest so that you can compare the jobs among your most important criteria.

Note: If your gut tells you that this analysis is not correct, you may want to re-visit and re-rate your list of criteria and the importance level of each. Do not feel that your decision must agree with this analysis. Just make sure that you're very clear about your reasons for taking any particular job.

See other side for Common Decision Criteria.
Job Evaluation Tool

Common Decision Criteria
Location
Compensation / Financial Gain
Positioning - how well does this job set me up for future job opportunities?
Impact
Brand Reputation / Prestige
Function
Industry
Growing, dynamic organization with future opportunities
Culture
People - work colleagues
Intellectual Challenge
Variety
Products or Services

Often Overlooked Decision Criteria
Access to top management
Respect for top management
Manager
Probability of success
Organization's mission
Type of Work - autonomous vs. team-oriented
Opportunity to manage people - now or later
Power and influence
Recognition - individual accomplishments are recognized and honored
Job/Career Security