

# Evaluating Job Offers

## Decision Making Criteria

At least half of your waking day will be spent at work performing your new job. Evaluate how the position fits into your short- and long-term lifestyle and career goals and how it will provide opportunities for job satisfaction, enjoyment, and personal growth. In addition to starting salary, what's important to you when deciding upon a job offer? Use the worksheet below to help with evaluating your job offer(s). Using the scoring scale provided, please rate each of the following factors.

	5- Perfect Fit	4- Good Fit	3- Neutral	2- Somewhat of a Fit	1 – Poor fit
YOUR SCORE	FACTORS TO CONSIDER FOR EVALUATING JOB OFFERS				
<b>The Position</b>					
	Attractiveness of the core responsibilities in the position.				
	Application of skills and experiences (are there opportunities for them to be utilized in a meaningful way?)				
	The work itself (routine or project-based).				
	The size of the work group and your role in it.				
	Direct reports (does anyone report to you?)				
	Percentage of time dedicated to traveling.				
<b>The Company</b>					
	The size of the company. (Is it a large, multinational conglomerate or small startup company?)				
	Reputation of the company.				
	Company values (i.e., welcoming and value people of differing cultural, ethnic, or racial backgrounds).				
	Supervisor (management style, frequency of day-to-day supervision, etc.).				
	Amount of independence and decision making provided through this position.				
<b>Work Environment</b>					
	Culture of the company—structured organization vs. unstructured				
	Office space—cubicle, shared office, etc.				
	Expected hours to put in.				
<b>Co-Workers</b>					
	Level of comfort in working with the people you will be dealing with.				
	Diversity of staff.				
<b>Potential for Advancement</b>					
	Compatibility with your career plans.				
	Opportunities to move cross functionally.				
	Opportunities for upward mobility.				
	Opportunities for transfer and/ or relocation.				
	Opportunities for professional development.				
<b>Compensation and Benefits</b>					
	Competitiveness of base salary.				
	Quality of benefits, including medical and dental coverage.				
	"Perks" of the job such as a health club membership, company car, or expense account.				
<b>Performance Evaluation</b>					
	The formal appraisal system to evaluate your performance.				
	The measurement of performance goals.				
	Salary increases and bonuses.				
	Affect of individual performance on annual bonus or profit-sharing potential?				

*If you selected mostly 4 and 5, then the position being evaluated may be a good fit. However ratings of mostly 1 and 2 indicate that you may want to reconsider taking the position, or determine if there are other factors that outweigh items on this list (thus making the job worth your consideration). If your ratings were dominated with 3 (or a combination of 1, 2, and 3), you may want to evaluate what is missing from this position. Ultimately, it's important to assess whether you would be satisfied accepting a job that lacks factors that you consider to be important.*

## Recruitment Policies

The Career Center believes that students should have sufficient time to make important career and internship decisions. With this in mind, we have implemented specific Employer Recruitment Policies to guide on-campus recruiting activities, posted on the Career Center website. As a student you should be aware of the guidelines set forth for employers who recruit on-campus at UCLA.

You should be knowledgeable of these policies, found on our website at [career.ucla.edu/OCR/Student-Responsibilities](https://career.ucla.edu/OCR/Student-Responsibilities) prior to participating in the recruitment process.

Per these guidelines, students participating in on-campus recruiting are responsible for:

- Accepting an offer of employment only after careful consideration and honoring professional commitments.
- Understanding that backing out after accepting an offer of employment is unacceptable.

A student rejecting an offer after having previously accepted (renewing), for any reason, is a serious recruiting violation and may be subject to repercussions—through the Career Center and potentially Academic Affairs.

## Handling Multiple Offers and Offer Deadlines

In the generally fast-paced employment market, you may face the dilemma of what to do if you receive multiple employment offers, and how to handle offer deadlines given by employers when you are still interested in or engaged with other organizations. If possible, meet with a career counselor who can help you assess the situation and evaluate options.

Here are some valuable suggestions and guidelines for handling multiple offers and offer deadlines:

- The best employment decisions tend to be made without pressure and with the greatest amount of information. You are more likely to make good long-term employment decisions when given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which you are currently engaged.
- Communication is key. Maintain regular contact with the employer from the time the offer is received.
- If you are waiting on a preferred employer, find out how far they have proceeded with your application and when you are likely to hear of their decision.
- Contact the employer who has made you the offer and ask if they are prepared and willing to extend the offer acceptance deadline, if needed. This is a common practice and does not automatically imply that their offer is second best, especially if you explain that you want to complete the interviewing cycle in which you are currently engaged in order to make the most informed decision.

- If the employer does insist on your making a decision quickly, you might consider whether you want to work for an organization which is pressuring you to make a hasty choice. Do not stretch their patience too much, though, they deserve to know your decision within a reasonable amount of time so they can offer the position to someone else, should you withdraw or decline.
- It is usually best not to accept an offer that you are not comfortable with, or to “hedge your bets” in case your preferred offer doesn’t come through. You’ve successfully secured one offer—you can do it again. Do not accept an offer under pressure with the intention of renegeing.
- It is your responsibility to do as much self-assessment and employer research as possible to be in the best position to make informed decisions.
- Employers should not improperly influence and affect your job acceptance.

## Additional Pointers

- Be sure to give yourself time to reflect on any offer extended to you.
- Ask for the offer in writing so there won’t be any misunderstandings later.
- If you decide the job offer meets your criteria, call the employer to accept and follow with written confirmation of your acceptance. Restate your understanding of the agreed upon terms, such as starting date, position title, salary, and benefits. An employment offer letter may be provided to you by the employer.
- Once you have accepted an offer, write a polite and tactful letter declining other offers you may have received.