



Job Offer Checklist

The Job:	
Why is the job open?	
How long has it been open?	
What happened to the previous incumbent?	
Is this a job you really want?	
Is the scope of responsibility clear?	
Are performance expectations understood?	
Will you be able to use your skills and knowledge successfully in this job?	
What is it about this job you really like? Do the daily work activities appeal to you?	
What is it about this job you don't like?	
What is your growth potential in this position?	
How does this position fit into your short-term and long-term goals?	
Are the demands of the job compatible with your desired lifestyle?	
The Team:	
How many peers will you have in this job?	
Have you talked with your future peers?	
What have they told you about working here?	
Will you have any direct reports?	
The Business and Industry:	
Is the business profitable?	
Is the business in a growth mode or declining?	
Are the products and services of high quality? Would you buy from this company?	
Does leadership emphasize continuous improvement?	
Does senior leadership place emphasis on customer satisfaction?	
Where does senior management place their greatest focus?	
The Culture:	
Do you understand what the culture is like?	
Are communications open and candid?	
Are teams valued?	
Are employee's respected?	
Is the culture viewed as a "fair" culture?	
Is the culture diverse?	
Are employees asked for their input?	
What are employees recognized for?	
Does the company have a formal rewards & recognitions program?	
What is the monthly employee turnover?	



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Compensation & Benefits:	
Is the salary offer competitive? How do you know?	
Is a bonus included?	
What is the bonus based upon?	
What is the frequency of pay?	
How are future increases handled?	
Do you understand the benefits coverage?	
Do you understand the benefits cost?	
Are you clear on time off?	
Future Opportunities	
What might I expect to be doing over the next three to five years?	
How much freedom do employees have to determine their own job movement and duties?	
What could be done if an employee does not feel challenged or satisfied?	
Are lateral or rotational job moves available to provide broader experience?	
How do promotional opportunities become available?	
Employer's Continuing Education Programs	
Will you be developing new skills and experience?	
How are employees able to stay current on changes and trends in their field?	
How are employees encouraged to continue their professional development over the long term?	
What kind of training is provided for prospective supervisors or managers?	
What kind of training is provided for individual contributors?	
Does the company invest in training employees?	
Is training & development valued by leadership?	
Do employees have the opportunity for internal job openings?	
Quality of Management	
What is the quality of the company's management?	
What are the strengths and weaknesses of management?	
What do your employer's managers and supervisors have in common?	
How does a person become a manager or supervisor at this employer?	
Does the management team consist of new hires or people promoted from within?	
Does the company have a high retention rate of employees or a problem with attrition?	



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Employer's Values	
What are the employer's values? What does the employer stand for?	
How are the employer's values reflected in everyday activities?	
What kind of people are most successful or satisfied at your company?	
Employer's Compensation Philosophy	
What is the employer's compensation philosophy compared with other employers?	
What kind of increase might I expect over the first several years?	
How are individual increases determined?	
How are changes to the benefits package made to keep it up to date with employee needs?	

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