

Job Decision Matrix

This Job decision matrix can be used to weigh up a single offer according to different factors, or to compare how multiple job offers compare to each other.

Instructions:

1. Rate each factor on a scale from 1 to 10 (1 = least important, 10 = most important) as to what each position offers on each factor.
2. Optional: You may like to total the columns to see how each role rates overall. However, do consider how important each factor is to you personally. Each job offer should be evaluated based on your own needs and goals.

	Job Offer 1	Job Offer 2	Job Offer 3
Long term career goals			
Future prospects: What is the potential career progression at the company if you start in this role?			
Working conditions e.g. office location, working hours			
Development opportunities e.g. rotations, international exposure			
Company culture & cultural fit: How well you think you fit with the role & work environment			
Your boss & team: Did you have good rapport with the boss and/or team? Could you see yourself working well with them? Is mentoring/buddy system offered?			
Starting salary			
Mid-long term earning potential of the role			
Total scores			

