



## Factors to Consider

### Instructions

Read the factors and considerations in this chart, and then input your own notes. Print the list for your reference.

WHAT TO CONSIDER	YOUR NOTES
<p><b>Salary.</b> Research the current salary range for the position. Is your offer in line with this figure?</p>	
<p><b>Benefits.</b> Ask the human resources department about benefits, including (but not limited to):</p> <ul style="list-style-type: none"> <li>▪ Health insurance — full or partial coverage, vision, dental, and counseling</li> <li>▪ Vacation — paid, how many days per year</li> <li>▪ Retirement plans — 401(k), pension, mutual funds, etc.</li> <li>▪ Paid sick leave</li> <li>▪ Savings and/or profit sharing</li> <li>▪ Relocation allowance</li> <li>▪ Incentive plans</li> <li>▪ Flexible work hours</li> </ul>	
<p><b>Company culture.</b> Do you fit in? Think about whether you will be comfortable while you work. Identify your preferred culture — laid back and energetic like a start-up, or more formal and professional like a corporation. See if you can meet with current employees and ask them about the company culture.</p>	
<p><b>Your supervisor.</b> If you have met your supervisor, consider whether you feel a rapport or even intimidation or dislike. Trust your instincts.</p>	
<p><b>Career path.</b> Is there a way for you to advance in the company? If not, how do you feel about that? Consider whether you have options and opportunities to move up</p>	
<p><b>Company's future.</b> During your research of the company, did you get a feeling that the company will be successful in the future? Is the industry viable?</p>	
<p><b>Your success.</b> Sometimes a position is open because it's just a difficult job. Try to determine whether you will be set up to succeed or set up to fail, based on descriptions of the position and the past (if offered).</p>	