Job Evaluation Tool

JOB A JOB B JOB C JOB D JOB E

Decision Criteria	Importance (H,M,L)	Weight (100 pts.)	Rating (1-10)	Wtd. Score		Rating (1-10)	Wtd. Score	Rating (1-10)	Wtd. Score	Rating (1-10)	Wtd. Score		Rating (1-10)	Wtd. Score
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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 is 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 imporance 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.

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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

Probablity 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