



Job Opportunity Evaluation Kit

by Ann Hackett, Quest

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About the Author

Ann Hackett is the founder and president of **Quest** (<http://www.QuestCareer.com>), an online career transition assistance company that helps job seekers throughout the world succeed in their job search. Ann can be reached at: ahackett@QuestCareer.com or 952-929-4197.

Please consider working with Quest if you need help in any of these areas:

- Resume writing or resume critiques
- Executive recruiter services
- Career choice assistance
- Career assessment tools
- Job interview preparation
- Resume distribution services
- Salary surveys
- Ongoing career transition support

Job Opportunity Evaluation Kit

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Determine Your Reason for Wanting to Change Jobs

After months of searching for a new job, you finally have a job offer! Your work is done, right? Not quite. How many f's do you see in the paragraph below?

Finished files are the result
of years of scientific study
combined with the
experience of many years.

Three? Try again. Take your time to review the paragraph more closely to see what you missed. Do you now see all six f's? Things aren't always what they appear to be initially. This holds true for job offers. All too often, you can get caught up in the excitement of a job offer. This is especially true if you have been looking for a new job for a long time. You have a job offer. Great! Now take the time to evaluate your job offer to truly make the right decision for you.

First, determine your reason for wanting to change jobs. There are five main areas that can cause you to want to change jobs:

1. **Lack of Money.** The easiest of the five. Plain and simple, the desire to make more money.
2. **No Job Satisfaction or Potential for Advancement.** This includes lack of recognition, dead end jobs, and boring jobs.
3. **Too much Stress.** This includes hours worked, amount of travel required, bad bosses, and work schedules that conflict with family needs.
4. **Not Fitting in with the Company's Culture.** This includes factors like whether the company is family-friendly and whether the company's values match your own.
5. **The Company Itself is Lacking.** This includes factors like working for an under-performing or failing company and your interest in the company's industry.

Select the Appropriate Checklists

Which of these areas fit your situation? Or do you fall into more than one category? Click on the areas that apply to your situation to view a checklist for evaluating your job offer based on your reason for pursuing a new opportunity. Or cover all your bases by reviewing our [Comprehensive Checklist](#) that summarizes job evaluation factors from all five categories.

Job Opportunity Evaluation Checklists

1. Lack of Money ⇒ [Show me the money!](#)
2. No Job Satisfaction or Potential for Advancement ⇒ [Onward and upward!](#)
3. Too much Stress ⇒ [Mellow out!](#)
4. Not Fitting in with the Company's Culture ⇒ [It fits me like a glove!](#)
5. The Company Itself is Lacking ⇒ [Environmentally friendly!](#)
6. Review the Comprehensive Checklist ⇒ [Cover all your bases!](#)

Show me the money!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Monetary Factors	Current Job	New Job
Salary		
Bonuses		
Stock Options		
Employee Stock Purchase Plan		
401K Plan		
401K Match		
Pension		
Vesting for Stock Options, 401K Plan, and Pension (Forfeitures and when you can begin)		
Health Care Benefits		
Cafeteria Plan		
Life Insurance		
Holidays/Vacation		
Tuition Reimbursement		
Sponsored Programs such as Health Club Membership		
Mileage to Work and Parking Costs		
Total		

Onward and Upward!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Job Content Factors	Current Job	New Job
Job Title		
Nature of Work		
Your Interest in the Work		
Degree of Responsibility		
Fits with Future Plans		
Clear Understanding of your Role by Yourself and Others		
Advancement Potential		
Amount of New Learning Required (new learning could be a + or a – depending on the individual)		
Total		

Mellow out!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Stress Factors	Current Job	New Job
Hours Worked		
Availability of Flextime		
Length of Commute		
Potential for Telecommuting		
Amount of Travel Required		
Workload vs. Staff		
Tight Deadlines		
Bad Boss		
Turnover Levels		
Job Stability		
Poor Upper Management		
Company’s Health		
Merger/Acquisition Potential		
Office Politics		
Total		

It fits me like a glove!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Fit Factors	Current Job	New Job
Type of Work Environment (Informal/Formal)		
Office Space		
Family Friendly		
Diverse Workforce		
Boss’s Management Style		
Company Culture (Positive/Negative, Fast-Paced/Slow-and-Steady, Hierarchical/Flat)		
Office Politics		
Degree to which Company’s Values Match Your Values		
Training and Development Programs		
Compatibility with Peers		
Total		

Environmentally Friendly!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Company Environment Factors	Current Job	New Job
Company Size		
Degree of Risk (startup vs. stable, mature company)		
Industry Growth Potential		
Your Interest in Industry		
Company’s Health		
Company’s Resources (ability to fund projects)		
Management Team		
Company’s Vision and Strategy for the Future		
Total		

Cover all your bases!

For each of the factors given in the checklist below, place a “+” in the column where this factor has a clear advantage. Leave both columns blank if there is no clear advantage with either position or if the factor is unimportant to you. Add up your “+’s” for each column to determine whether your current job or the new opportunity is more advantageous to you.

Comprehensive Checklist	Current Job	New Job
Salary		
Bonuses		
Stock Options		
Employee Stock Purchase Plan		
401K Plan		
401K Match		
Pension		
Vesting for Stock Options, 401K Plan, and Pension (Forfeitures and when you can begin)		
Health Care Benefits		
Holidays/Vacation		
Tuition Reimbursement		
Sponsored Programs such as Health Club Membership		
Mileage to Work and Parking Costs		
Job Title		
Nature of Work		
Your Interest in the Work		
Degree of Responsibility		
Fits with Future Plans		
Clear Understanding of your Role by Yourself and Others		
Advancement Potential		
Amount of New Learning Required (new learning could be a + or a – depending on the individual)		
Hours Worked		
Availability of Flextime		
Length of Commute		
Potential for Telecommuting		
Amount of Travel Required		
Workload vs. Staff		
Tight Deadlines		
Bad Boss		
Turnover Levels		
Job Stability		
Poor Upper Management		
Merger/Acquisition Potential		

Office Politics		
Type of Work Environment (Informal/Formal)		
Office Space		
Family Friendly		
Diverse Workforce		
Boss's Management Style		
Company Culture (Positive/Negative, Fast-Paced/Slow-and-Steady, Hierarchical/Flat)		
Degree to which Company's Values Match Your Values		
Training and Development Programs		
Compatibility with Peers		
Company Size		
Degree of Risk (startup vs. stable, mature company)		
Industry Growth Potential		
Your Interest in Industry		
Company's Health		
Company's Resources (ability to fund projects)		
Management Team		
Company's Vision and Strategy for the Future		
Total		

Quest's Quick Picks

Here are some resources we recommend to help you with your job search. (This section of this electronic book includes external links that require you to be connected to the Internet to access.)

[Career Assessment](#)

[Career Exploration](#)

[Targeted Direct E-Mail Campaigns](#)

[Resume Distribution Service](#)

[Salary Survey](#)

Career Assessment

Take a FREE online career assessment courtesy of Quest. You'll learn about:

- Your unique talents
- Your ideal job content based on your unique talents
- Your top 10 vocational areas

Click here to learn more about yourself and your ideal job: [Free Online Career Assessment](#)

Career Exploration

After you complete this online career exploration assessment, you will receive a report about your aptitude and ability. In addition to this, a career database containing 2000 career profiles will return the careers that suit you ranked according to your preferences. For careers that you would like to explore further, you can access a career profile that includes details about these areas:

- Nature of the Work
- Working Conditions
- Employment
- Training, Other Qualifications, and Advancement
- Job Outlook
- Earnings
- Related Occupations
- Sources of Additional Information

Get started today by clicking on this link: [Career Exploration](#)

Targeted Direct E-mail Campaigns

Get your resume into the hands of hiring agents by using this targeted, personalized direct e-mail campaign service. With over 19,000 recruiters, high-growth companies and venture capital firms to choose from, your cover letter and resume will be sent directly to only those that meet your selection criteria.

To learn more, go to: [Targeted Mailing](#)

Resume Distribution Service

Using an advanced online database and automated targeted "By Invitation" e-mail system, you can now market your resume electronically to 7500+ executive recruiters, headhunters, and employers nationwide. This is not a spamming service. These companies have taken the time to register with this service requesting resumes from candidates with your background. Executive recruiters, headhunters, and employers receive only the types of resumes they have specifically requested. When your resume is received, it will be welcomed and read.

Take action today to accelerate your job search. Click here to get started: [**Market Yourself!**](#)

Salary Survey

Do you not know how to respond when asked about your salary requirements during an interview? Are you wondering how to get what you're worth during salary negotiations? Do you know if you are being paid what you worth for your current job? Would you like to learn how your salary compares to that of others in your position before your interview or performance review?

Salary Source can help you to answer these questions. Salary Source will provide you with salary information from at least 3 different salary survey sources for any one of 350 benchmark positions. Salary Source also allows you to specify which base city you want data for to pinpoint your results.

Click here now to ensure that you are truly earning what you deserve:
[**Find out what you're really worth!**](#)

Quest's FREE Career Advice Newsletter

Save yourself time and effort with your job search! Subscribe today to Quest's Career Advice Newsletter, a free monthly e-mail newsletter that answers reader-submitted career questions and provides profiles of career web sites.

Subscribing is easy! Send a blank e-mail to subscribe@questcareer.com. Your first issue will arrive the first week of the month.

Do you have a career question? Submit your career question via e-mail to career_advice@QuestCareer.com for possible inclusive in our e-zine. (Due to the volume of questions received, we cannot provide individual responses.)

Best regards,

Ann Hackett
Founder and President, Quest
ahackett@questcareer.com
[Quest](http://www.QuestCareer.com)

P.S. - I hope you've found this information to be helpful to you. Feel free to pass on a copy to friends and colleagues. I welcome your feedback on this kit. Send your feedback to me at kitfeedback@questcareer.com. Good luck in your job search!