



GUIDE TO  
**Evaluating a Job Opportunity**

# Determine What Is Most Important To You In A New Position

The decision whether or not to accept a position is highly personal. We counsel candidates to approach a job search with a clear sense of what they're trying to accomplish or solve with a new position.

We recommend you sit down and determine what's most important to you as you consider a new role (ideally long before you get to the offer stage).

Reasons for making a job change can include tangible factors (like wanting a higher salary) and intangible factors (such as wanting a shorter commute or wanting to work remotely). Map out your "deal-breakers" and what you must see in a new position.

Becoming clear on your top motivators will allow you to more objectively evaluate a job opportunity against these criteria.

Use the worksheet on the next page to evaluate what's most important in your new position.



# Career Clarity Worksheet

Check all the factors motivating you to consider a job change; then circle the three that are most important to you.

## Compensation

- Bonus potential or better bonus plan
- Equity potential
- Better health benefits
- Better retirement plan
- Higher base compensation
- Better total compensation package

## Organization Reputation & Financial Health

- More stable company
- Current company is not financially stable or has high turnover
- Current company may be sold or acquired
- Concern for your job

## Corporate Culture

- Better cultural fit
- Better company environment or morale
- More family-friendly or flexible environment

## Team and Boss

- Boss with a more compatible style
- Boss has more influence
- Better leadership team
- Desire to have a mentor

## Quality of Life

- Better Location
- Less stress
- Better work schedule/less overtime
- Less travel
- Address personal needs
- Work Remotely
- Less commute time to/from work
- More flexibility for family
- Get closer to family
- Better "paid time off" policy

## Position Scope & Advancement Opportunity

- Stepping stone to next career move
- Position is more of a "long term" career opportunity
- Increased decision-making ability
- Career advancement opportunities
- Increased leadership scope
- Increase in title
- Increased responsibility
- Better resources to do your job
- Position will expand professional and technical skills
- You hit a ceiling in your current role and employer
- You are not developing or growing in your current role, or don't foresee development in the next few years
- Time for a change/desire for something new and different





## Evaluating an offer

In our over thirty years in executive search, our recruiters have extended hundreds of job offers on behalf of our clients. We sometimes see candidates place too much weight on the compensation package. While money is certainly important, we recommend that candidates consider the job opportunities more holistically.

When candidates take the time to carefully evaluate the position and offer details, we find they ultimately have increased job satisfaction and success.

In addition to considering alignment of the new position with the criteria most important to you (see previous pages), we recommend you evaluate an offer on the following:

- Compensation Package
- Company Reputation
- Corporate Culture
- Team and Boss
- Advancement Opportunity

## Compensation & Benefits

As you're comparing compensation packages, consider:

- Base salary
- Bonus potential
- Sign-on bonus
- Time off
- Health plan costs and coverage
- Stock options
- Payment of continued education expenses
- Retirement contribution
- Profit sharing
- Perks such as a company car, gym membership, etc.
- Commute times, mileage and costs
- Cost of living difference\*
- Relocation assistance\*
- Housing allowance\*

\*If applicable

Remember "time is money" and there may be additional financial impact of changing positions. Any reduction in commute time usually means more time with family or more personal time and should be factored in if it's important to you.

When you're evaluating your entire package, keep in mind that executives changing jobs typically gain about 5% to 10% in total compensation on average.

## Company Reputation

To the extent possible, research the financial health and the organization's reputation. Tools like Glassdoor.com can provide insight from current and past employees about what it's like to work at the organization.

- What is the reputation of the company in the community?
- How financially stable are they?
- What is the employee and management turnover at the company?
- Why do people like or not like the company?
- Why is the position open?
- Does the company hire top talent?
- Will you be able to recruit top talent to your team?
- Will you be proud to work for the company?





## Team & Boss

After meeting the boss and team at your interviews, ask yourself:

- How do you feel about your future boss?
- Is this a person I will like and will enjoy working with every day?
- What is the boss' reputation?
- What do others say about them?
- Why did the last person leave the role?
- Will my new boss have the power and authority to help me grow in your career?
- Does my future boss have a career path within the organization?
- Will my boss be a good leader and coach?
- Will the boss give me enough autonomy to effectively lead your team?
- Am I impressed with the leadership team and their strategy?
- What about the bosses' boss?

## Advancement Opportunity

Consider the impact the position will have on your career trajectory.

- Will this job help you reach your career goals in the next few years or is it a lateral move?
- Will you acquire new skills that will make you more marketable in the future?
- Will you have an opportunity to grow within the new organization?
- If you stay in your current role, where will you be in two to three years? If you accept the new role, where will you be in two to three years?
- Which position is more advantageous to your "long term" career and financial goals?
- After two or three years in the new position, what will your next career options be?
- Will you be more likely to advance in your current role or in the new job?



# Evaluating a relocation

When you're evaluating a new job that requires a relocation, there are many factors to consider. You'll want to carefully consider whether the new community is right for you and whether the move makes financial sense.

## Our Recommended Tools for Evaluating a New Community and Moving Costs:

[City Comparison Tool](#) - Evaluate how two locations compare in nearly a dozen categories including population, cost of living, crime rate, and climate.

[Walk Score](#) - Determine how walkable a neighborhood is to restaurants, coffee shops, grocery stores, schools, parks, and more.

[Cost of Living Comparison](#) - Enter your salary and this calculator determines how much more (or less) you need to maintain your same standard of living.

[Great Schools](#) - Access school rating information including parent ratings, reviews, and test scores.

[Moving Cost Calculator](#) - Estimate the cost of interstate moving in the U.S.

[Mortgage Calculator](#) - Estimate how much house you can afford.

[Job Offer Evaluator](#) - Compare compensation packages accounting for cost of living and tax differences.





1485 International Parkway, Suite 2051  
Lake Mary, Florida 32746  
407.788.7308  
[kirbypartners.com](http://kirbypartners.com)