



NORTHEASTERN
STATE UNIVERSITY

A Guide to Help Choose Between Job Offers

To find a job, you'll probably need to apply to many different companies all at once. Sometimes, you'll receive multiple offers in a short period of time and you'll have to make a decision.

Every opportunity is different. Some companies may offer a lot of money, but be no fun to work at. Others might have an excellent culture, but the work isn't truly what you want to do. When making this decision, it's important to consider a wide range of factors that will impact whether a job is right for you.

Part I: Scenarios - 3 Job Offers. Which Do I Pick?

You are a recent college graduate who is looking for work. Below are the descriptions of three different jobs that you have been offered. Read each job description fully and keep in mind which factors appeal the most to you and which appeal the least to you.

A blank grid has also been provided for you. Use this grid when you receive multiple offers to help decide between jobs.

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Factor	Job A	Job B	Job C
Salary/Benefits	<ul style="list-style-type: none"> ● \$80,000/yr with a potential \$20,000 bonus at year-end based on performance. ● Health insurance included ● 401(k) included ● 3 paid vacation days/year ● 8 paid sick days/year ● Lunch provided daily 	<ul style="list-style-type: none"> ● \$40,000/yr, plus 2% stake in the company. You automatically get 2% any profits the company makes. Health insurance included ● 401(k) NOT included ● 5 paid vacation days/year ● 8 paid sick days/year ● Lunch provided daily 	<ul style="list-style-type: none"> ● \$60,000/yr, plus the opportunity to earn a \$5,000 bonus year-end based on performance. ● Health insurance included ● 401(k) included ● 5 paid vacation days/year ● 10 sick days/year ● No lunch provided
Job Responsibilities	<ul style="list-style-type: none"> ● You will learn a few new skills, but for the most part your work will be concentrated on performing those few specific skills repeatedly each day. ● Many describe your work as generally “boring.” 	<ul style="list-style-type: none"> ● Since your company is so small, you will be getting the chance to lead efforts in a few areas. ● You will be taking on many new responsibilities and setting a vision for the company 	<ul style="list-style-type: none"> ● You’ll be placed on a small, established team. ● Generally, you’ll be performing similar skills to what you practiced in college but you’ve been told you’ll have the opportunity to try new skills after a few months.
Opportunity for Career Advancement	<ul style="list-style-type: none"> ● Very well-known Fortune 500 company with established veteran management ● It will take at least 10 years to reach management level ● Many people leave after a 2-3 years to pursue other management opportunities. 	<ul style="list-style-type: none"> ● It is a tiny start-up company, so career advancement possibilities are high... if the company stays in business. ● If the company grows, you will move up to management quickly ● If the company goes bankrupt, you’ll be out of a job 	<ul style="list-style-type: none"> ● Small, but very stable. ● Prefers to promote from within, but the small size means this can take time. Most employees have been there at least 5 yrs. ● Has a strong reputation for promoting the most talented employees.
Location	<ul style="list-style-type: none"> ● Right in downtown. ● 15 min via bus/train ● 30 min drive- heavy traffic ● Parking included 	<ul style="list-style-type: none"> ● Slightly outside downtown ● 30 min driving ● 40 min via bus/train ● Parking NOT included 	<ul style="list-style-type: none"> ● Across town ● 45 min driving ● 50 min bus/train ● Parking included
Company Reputation	<ul style="list-style-type: none"> ● Well-known for being incredibly successful, but very demanding of it’s employees. ● Everyone work 9+ hours/day, and sometimes on weekends. ● Employees must drop everything to complete a task if management asks. 	<ul style="list-style-type: none"> ● Huge focus on employee happiness, is generally a younger organization that creates a fun team-atmosphere. ● Most people work 9+ hrs/day, but takes breaks for games. ● Company organizes bi-weekly happy hours and has a kickball team. 	<ul style="list-style-type: none"> ● Has employees of all ages and tend to socialize separately. ● Employees are treated with respect, but people keep work and personal lives separate. ● Management avoids asking employees to work more than 8 hours/day.
Job Security	<ul style="list-style-type: none"> ● Signed to two-year contract. ● Very few people are fired in first two years. ● Two-year performance review determines if you receive a new contract. 	<ul style="list-style-type: none"> ● Job security is tied directly to company success. ● As long as company continues attracting investors, you have a job. ● If company begins to fail, they will be forced to cut staff. 	<ul style="list-style-type: none"> ● One-year contract ● Very stable company. It performs a specific service very well and has a consistent stream of business. ● If you commit to them, they will commit to you.

Factor	Job A	Job B	Job C
Salary/Benefits	•	•	•
Job Responsibilities	•	•	•
Opportunity for Career Advancement	•	•	•
Location	•	•	•
Company Reputation	•	•	•
Job Security	•	•	•

Part II: Comparing the Jobs

Now it's time to compare the jobs. Follow the directions below to determine how important each factor is and how well each job ranks in that factor for you. Based on that, you can "score" each job and identify which one is the best fit for you. You'll be recording each of your weights and codes in the tables below.

1. Weigh each factor of a scale of 1 to 5. Ask yourself how important each factor is to you, and give it a weight number in the weight column. ****Note: *The weight you give a factor will be the same for all three jobs. For instance, if you feel "Location" has a weight of 4, put 4 in the Weight box for Location for all three jobs (A, B and C).***
 - a. 5 means the factor is very important to you
 - b. 4 means the factor is above average importance to you
 - c. 3 means the factor is of average importance to you
 - d. 2 means the factor is of below average in importance to you
 - e. 1 means the factor is of little importance to you
2. Use a code to show whether each job and organization is positive (+), neutral (0), or negative (-) with regard to each factor you are considering. Base your judgments on the information you have obtained from your research.
 - +** = I feel excellent about what this company is offering; it makes me want to work there
 - 0** = I feel neutral about what this company is offering; it doesn't affect whether I'd work there
 - = I feel unhappy about what this company is offering; it makes me less likely to work there
3. Multiply the weight by the code (W x C), and enter the product inside the parentheses. For example: (4 x +) = 4, (3 x 0) = 0 and (2 x -) = -2.
4. Sum the products in each column, adding or subtracting as indicated. The total score gives you the rank of each job among alternatives.

Job A

Factor	Weight	Code	Score
Salary/Benefits			
Job Responsibilities			
Opportunity for Career Advancement			
Location			
Company Reputation			
Job Security			
TOTAL			

Job B

Criteria	Weight (From 1-5)	Code (+, 0, -)	Score
Salary/Benefits			
Job Responsibilities			
Opportunity for Career Advancement			
Location			
Company Reputation			
Job Security			
TOTAL			

Job C

Criteria	Weight	Code	Score
Salary/Benefits			
Job Responsibilities			
Opportunity for Career Advancement			
Location			
Company Reputation			
Job Security			
TOTAL			

Final Score

Job A	Job B	Job C

Part III: Reflection

In at least 5 sentences, state the job that you chose and explain why. Make sure to describe what factors made that job stand out about the others, and what factors made the other jobs ultimately less desirable.