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Things to Consider When Evaluating a Job

Once you receive a job offer, you must decide if you want the job and most importantly if the job is the right fit for you. It is important to prioritize what is most important to you and evaluate the extent to which the job offer aligns with your priorities.

Consider the following factors when evaluating whether a job is right for you:

The Organization

Background information on an organization can help you to decide whether it is a good place for you to work.

1. Does the organization's business or activity match your own interests, beliefs, and values?
2. Does the organization provide products and/or services with which you would want to be associated?
3. Does the size of the organization affect you? Do you prefer working for a large organization or a small one?
4. Is the organization relatively new or one that is well established?

The Job

Even if everything else about the job is compelling, you will be unhappy if you dislike the day-to-day work.

1. Where is the job located? What is the length of your commute?
2. What will the hours be? Is there a lot of overtime?
3. Does the work match your interests and make good use of your skills?
4. How important is the job to the organization?
5. How long do most people who enter this job stay with the company?
6. Are you passionate about this job? Does it have personal meaning for you?

Salary and Benefits

You will want to determine if your earning and benefit offer is fair.

1. Will your salary allow you to pay your bills? Does it meet (at least) your financial bottom line?
2. What are the benefits? (health insurance, tuition reimbursement, professional development courses, vacation time, personal/sick days, performance reviews and raises, bonus plans, stock options, etc.)
3. What is the going rate for jobs similar to the one you have been offered?

Opportunities

A good job offers you opportunities to learn new skills, increase your earnings, and rise to positions of greater authority, responsibility, and prestige.

1. What valuable new skills does the company plan to teach you?
2. What is the next step on the career ladder? If you have to wait for a job to become vacant before you can be promoted, how long does this usually take?
3. When opportunities for advancement do arise, will you compete with applicants from outside the company?
4. Can you apply for jobs for which you qualify elsewhere within the organization or is mobility limited?

Relationships

Every workplace has a different environment that is greatly influenced by the relationships between administration, peers, and subordinates.

1. Who will you work with? How do the people within the department/organization interact? During your interview how were your interactions with the employees?
2. Ask your prospective manager/supervisor during the interview process how he or she makes decisions and how he or she evaluates talent or superior performance. Can you work with the answers she gives?
3. Is there much interdependence?
4. What are the strengths and weaknesses of employees who might be working for you? Do you have the skills to effectively manage them?
5. Are the leaders of the organization people who you and others respect, admire and want to work for?

Culture

The set of shared attitudes, values, goals, and practices that characterize an organization is an important factor in your decision whether to accept a job offer.

1. What are the administration's values? Can you find evidence of their values in the way the company treats its customers and its employees?
2. How is information communicated to employees and how are decisions made?
3. What does work/life balance mean to you and what are the organization's expectations?
4. What is the reputation of your supervisor/manager? What values does she/he stand for? Did you pick up any clues about her/his management style during the interview?
5. What is the organization's philosophy? Does this match or conflict with your philosophy?



Personal Circumstances

Everyone has a different set of personal circumstances. What might be the perfect job for you could be an unsatisfying job for someone else.

1. Make a list of the pros and cons. Which outweighs the other?
2. What is your gut telling you?
3. Do you have any questions? Ask them.

Each of these factors taken alone may not make or break your decision to accept or decline a job offer. However, when you put them all together, you will have the information you need to make an educated choice.

