

## Analyzing Job Offers Worksheet

Rank the following in the order of importance to you: 1=Most Important 10=Least Important

- |                                 |                               |
|---------------------------------|-------------------------------|
| ___ Salary                      | ___ Stable/Well Known Company |
| ___ Vacation Benefits           | ___ Nice Boss                 |
| ___ Medical Benefits            | ___ Flexible Work Schedule    |
| ___ Company Car                 | ___ Investment Benefits       |
| ___ Career Growth/Opportunities | ___ Company Perks             |

<b>Determine Your Salary Range</b>	
<b>EXPENSES</b>	<b>AMOUNT YOU NEED</b>
Home (mortgage / rent)	\$
Food	\$
Clothing	\$
Telephone / Internet	\$
Utilities	\$
Household items (e.g., light bulbs, paper towels)	\$
Home maintenance / repairs	\$
Pet (e.g., vet, food)	\$
Car (e.g., gas, maintenance, registration)	\$
Entertainment (e.g., movies, cable TV, eating out)	\$
Debt (e.g., student loans and credit card payments)	\$
Insurance premiums (e.g., home, car, disability)	\$
Retirement contributions	\$
Charitable donations	\$
Vacation	\$
Other	\$
<b>TOTAL</b>	<b>\$</b>
<b>SALARY RANGE (Totals x 2)*</b>	<b>\$</b>

\*Multiply your totals by 2 to roughly allow for social security, federal and state income taxes, and unpredictable expenses.

Adapted from Susan Ireland ([www.susanireland.com](http://www.susanireland.com)).