

Analyzing Job Offers Worksheet

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

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

Determine Your Salary Range	
EXPENSES	AMOUNT YOU NEED
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	\$
TOTAL	\$
SALARY RANGE (Totals x 2)*	\$

*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).