

**Job Offer Comparison Worksheet**

8 Topics 35 Issues to Consider

| Category  | Company A. | Company B. |
|---|------------|------------|
| <b><u>Job Title:</u></b>  |            |            |
| Contact E-mail:   |            |            |
| Contact Telephone:  |            |            |
| <b><u>Company Address:</u></b>                                  |            |            |
| Commute Time and Miles?   |            |            |
| Telecommute or Flex-time Available?                             |            |            |
| Parking Costs?  |            |            |
| <b><u>Salary and Tax Reconciliation:</u></b>                    |            |            |
| W-2 Employee or 1099 Independent Contractor                     |            |            |
| <i>1099- Add 7.65% Gross Salary- SS Tax &amp; Medicare Tax</i>  |            |            |
| Base Yearly Salary:   |            |            |
| Base Hourly Salary: <i>(Note: 2080 Working Hours in a Year)</i> |            |            |
| Paid Overtime Policy  |            |            |
| Commission Percentage   |            |            |
| Raise or Bonus Policies   |            |            |
| 401(k) Yearly Match Percentage of Amount Invested?              |            |            |
| 401(k) Vested Employee after how many years                     |            |            |
| <b><u>Paid Time Off (PTO) per year:</u></b>                     |            |            |
| Vacation Days   |            |            |
| Sick or Personal Days   |            |            |
| Holidays  |            |            |
| <b><u>Insurance:</u></b>  |            |            |
| Health Insurance Monthly Premium                                |            |            |
| Deductible  |            |            |
| Dental Care   |            |            |
| Vision Care   |            |            |
| Life Insurance  |            |            |
| <b><u>Other Benefits:</u></b>                                   |            |            |
| Flexible Spending Account (FSA)                                 |            |            |
| Tuition Reimbursement?  |            |            |
| Wellness Program  |            |            |
| <b><u>Other Perks:</u></b>                                      |            |            |
| Personal Office, Company Car, Internet Policy, Laptop           |            |            |
| <b><u>Other Decision Factors:</u></b>                           |            |            |
| Size of Company-Fortune 1000, Midsize, Small, Non-Profit        |            |            |
| Number of Employees to Manage or Support                        |            |            |
| Travel Percentage   |            |            |
| Basic Responsibilities  |            |            |
| Company Culture and Reputation                                  |            |            |
| Is the Job Interesting or Challenging?                          |            |            |
| Growth  |            |            |
| Risks   |            |            |
| Recommendations   |            |            |