

Job Offer Comparison

Weight each factor 1 to 5 for how much it matters to you, score each offer 1 to 5 on that factor, then put weight x score in the Score column and add each column up.

Factor	Weight 1-5	Offer A	Score	Offer B	Score	Offer C	Score
Employer and role		Acme Supplies - Operations Coordinator					
Base pay	5	42,000 a year, paid monthly					
Bonus or commission	2	up to 5 percent, paid in March					
Paid holiday and leave	4	25 days plus public holidays					
Pension or retirement plan	3	employer adds 5 percent					
Health and other insurance	3	health cover from day one, dental extra					
Hours, overtime and on-call	4	37.5 a week, one Saturday in four					
Place of work and commute	4	city centre, 35 minutes each way by bus					
Remote or flexible working	3	two days at home after probation					
Training and progression	5	1,000 a year for training, review at 6 months					
Manager and team	4	met the manager and two of the team					
Start date and notice	2	can start in 4 weeks					
Other costs or one-offs	1	no relocation help, parking 80 a month					
Weighted score total							

A high total is a prompt to look again, not a decision. Check the written offer for anything not listed here.