MINDTILLER

Job offer comparison worksheet

Offer A: _____ Offer B: _____ Date: _____

1. Screen essential requirements

Mark each as pass, fail or unknown. Verify unknowns before choosing.

Requirement	Offer A	Offer B	Evidence to verify

2. Compare weighted scores

Set weights from 0 to 10. Rate each offer from 1 to 5 (higher is better).

Criterion	Weight	A rating	B rating	Evidence or unknown

For each offer, divide the sum of weight x rating by the sum of weights (must exceed zero).

Total weight: _____ A score: _____ B score: _____

3. Test one assumption

Change one weight. Which offer leads now?

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4. Resolve uncertainties

What will you ask each employer before accepting?

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5. Record your choice

Which offer did you choose, why, and when will you review the decision?
