



ADULTING 101

EVALUATING A
JOB OFFER



Evaluating a Job Offer: What You Need to Know

- **Compensation:** What is the base income? Is it commission-based? Check the cost-of-living index to compare standard of living. Investigate average starting salaries in that zip code based on a similar job title.
- **Work Schedule:** How many hours a week are you expected to work? Some full-time jobs are as few as 30/hours per week and other jobs expect you to work 50+ hours per week. Are there evening and weekend commitments? If so, how often? Is travel required? If so, how often and where? How far (and stressful) is the commute? Do they cover car allowance, gas, train, ferry, subway costs for everyday commute?
- **Work environment:** What is the company culture? Does it seem like a pleasant place to work? Do people seem happy? Is it energizing? Do they encourage a work/life balance? Is it inclusive?
- **Room for Growth:** Are there opportunities for advancement within the company? Is the organization open to new ideas and initiatives?
- **Mentorship and Training:** What will your training and onboarding process look like? Will you be able to develop close working relationships and learn from mentors within the organization?
- **Company reputation:** Where do they rank in their industry? Are they stable? Are they growing? Are they ethical? Do they have progressive environmental policies?

- **Health and Dental Insurance:** Does the employer offer health insurance? Does the policy cover just you or eligible dependents also? How much of the premium does the employer pay?
- **Flextime:** Does the company provide for a flexible schedule? If so, under what circumstances? Is working from home an option? If so, does using flextime or working from home change any other benefit, such as insurance coverage?
- **Retirement:** Does the employer have a retirement plan? How is it structured? Do you have to contribute to it? Are there any restrictions on accessing the funds in your retirement account? At what age can you begin receiving retirement benefits?
- **Vacations and Holidays:** How many paid holidays are offered? What is the vacation policy? Can unused vacation days be carried forward into the next year, or will they be lost if not used? Can unused days be converted into cash, and if so, when?
- **Personal Days and Sick Days:** Does the company allow personal days or sick days? If so, how many and under what circumstances? Can unused personal or sick days be converted to cash?
- **Signing Bonuses:** Will the company offer a signing bonus in lieu of another benefits?
- **Relocation Reimbursement:** If the job requires moving, does the company offer relocation assistance?
- **Maternity/Paternity Leave:** What is the company policy regarding maternity or paternity leave?
- **Performance and Salary Review:** Does the company have a policy about performance reviews and salary reviews? If so, how often? Are the opportunities for career advancement based on performance, seniority or both?

- Graduate school/continuing education: Do they reimburse full or partial tuition especially if degree is relevant?
- Professional Development: Does the organization provide opportunities to network with other professionals, attend conferences, receive certifications, listen to webinars, etc. to remain current on the issues and trends in your field?
- Day Care: Will you need day care? Does the employer offer any plan that will facilitate obtaining this service for your children?
- Wellness Initiatives: Is there a gym on site or do they give reimbursement for other fitness centers? Are there other wellness programs?
- Flex spending plans: Do they have options for child/elder care and/or health costs not covered by insurance?

