Factors To Consider When Evaluating A Job Offer

Workplace Culture
What is the office atmosphere and the general attitude of coworkers?

Office Location
Where is the office located? Are there places close by to go to lunch or run errands?

Prestige
Is it a company or organization that lends additional respect to the work you are doing? Also, how will it look on the resume when looking for a future position?

Work Day
What are the hours? Is full-time a 35-hour work week or a 60-hour work week? Do you have to be a slave to the clock? Is there flextime available?

Time Off
Just like time in the office, consider how much time you’ll be able to spend out of the office.

Commute
How long will it take to get to work? What’s the traffic like?

Duties
What are your tasks? How do they compare to your experience, desired level of responsibility, and future growth? How do they compare between offers? Also, how challenging is the position?

Stress
What is the stress level expected for this position. Think about the combination of commute, schedule, time off, and duties.

Growth and Advancement
Is there room for growth? Is individual advancement expected and encouraged?

Personal Values
How does the position fit in with your personal values? Will you be doing work that you feel is worthwhile?