# Job Offer Evaluation / Negotiation Worksheet

This worksheet is intended to help you organize your values/needs in a position compared to the job offer. It is not intended to suggest that you negotiate on all points, just to merely consider what is most important to you.

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|  | **My Current Offer/Job Information** | **My Needs** |
| **Base Salary** | Salary Offered: | Preferred Range |
| **Start Date** | Job Start Date: | When you can start: |
| **Additional Monetary Compensation** | Offered: | Areas of importance for me:  Bonus Overtime Signing Bonus Stock Options Summer Teaching Research Fund Other |
| **Relocation, Commute, and Parking** | Relocation Expenses: Cost of Living increase /decrease: Commute Time: Parking: | Relocation Costs: Cost of living: Commute Time: Parking: |
| **Paid Time Off** | Paternity / Maternity leave  Yes, fully covered Yes, partially covered No, not covered  Vacation Days:  Use it or lose it?  Sick Days:  Use it or lose it?  Working days or hours: | Paternity / Maternity leave: Vacation Days: Sick Days: Working days or hours: |

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|  | **My Current Offer / Job Information** | **My Needs** |
| **Retirement Contribution1** | Retirement Options: | My Retirement Needs: |
| **Healthcare Coverage2** | Co-pay coverage: | Does the healthcare meet my needs? |
| **Professional Development** | Professional Development offered or available: | Annual financial contribution Conference attendance Professional membership Certifications / trainings available |
| **Education / Family Benefits** | Opportunities Provided: | Tuition reimbursement  Financial help for children/family members  Day care Spouse / Partner appointments |
| **Flexible Work Schedules / Telecommute** | Opportunities Provided: | Flextime Telecommuting |
| **Research Funds/Start-Up** | Offered: | Office space Laboratory facilities Computer(s) / software Teaching / research assistance Research funds Technology |
| **Other** |  |  |