# 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: BonusOvertimeSigning 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 careSpouse / Partner appointments  |
| **Flexible Work Schedules / Telecommute** | Opportunities Provided:  | Flextime Telecommuting  |
| **Research Funds/Start-Up** | Offered:  | Office spaceLaboratory facilities Computer(s) / software Teaching / research assistance Research fundsTechnology  |
| **Other** |  |  |