**Accessing Job Offers Worksheet**

With the preferred criteria you developed in the Establish Targets stage in mind. List the best features of each offer that has been presented and assign a value regarding how closely that item/condition matches your preferences (1=Low through 5=High). Then, total the scores. The offer with the highest score is most likely the best offer.

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| --- | --- | --- |
| **Job Offer #1** | **Job Offer #2** | **Job Offer #3** |
| **Job Title:****Company:** | **Job Title:****Company:** | **Job Title:****Company:** |
| 1. Feature \_\_#\_\_ | 1. Feature \_\_#\_\_ | 1. Feature \_\_#\_\_ |
| 2. Feature \_\_#\_\_ | 2. Feature \_\_#\_\_ | 2. Feature \_\_#\_\_ |
| 3. Feature \_\_#\_\_ | 3. Feature \_\_#\_\_ | 3. Feature \_\_#\_\_ |
| 4. Feature \_\_#\_\_ | 4. Feature \_\_#\_\_ | 4. Feature \_\_#\_\_ |
| 5. Feature \_\_#\_\_ | 5. Feature \_\_#\_\_ | 5. Feature \_\_#\_\_ |
| 6. Feature \_\_#\_\_ | 6. Feature \_\_#\_\_ | 6. Feature \_\_#\_\_ |
| 7. Feature \_\_#\_\_ | 7. Feature \_\_#\_\_ | 7. Feature \_\_#\_\_ |
| 8. Feature \_\_#\_\_ | 8. Feature \_\_#\_\_ | 8. Feature \_\_#\_\_ |
| 9. Feature \_\_#\_\_ | 9. Feature \_\_#\_\_ | 9. Feature \_\_#\_\_ |
| 10. Feature \_\_#\_\_ | 10. Feature \_\_#\_\_ | 10. Feature \_\_#\_\_ |
| **Total Score: \_\_\_#\_\_** | **Total Score: \_\_\_#\_\_** | **Total Score: \_\_\_#\_\_** |