

OFFER EVALUATION TOOL

1. In the top row, list the factors that matter to you in your job, in order of importance to you. Assign each factor a weight, reflecting its relative importance. Several sample factors and assigned weights are listed below.
2. Score each offer from 1 - 5 (1 representing the lowest, and 5 representing the highest), according to how well the position would satisfy each factor.
3. Multiply the scores for each offer by the weight for each factor, and calculate the total score.

Offer	#1 Factor:	#2 Factor:	#3 Factor:	#4 Factor:	#5 Factor:	TOTAL
Sample	Practice area interest (x5)	Substantiveness of assignments (x4)	Prestige (x3)	Long-term connections/ networking (x3)	Location (x2)	