



Career Decision Worksheet

Before making this important decision, review everything about your needs and wants.

My key career motivators (list):

My most important values (list):

My key competencies (list):

Does the opportunity represent a great match?

Not at all		Somewhat		A lot
1	2	3	4	5

Types of issues/problems I want to think about (list):

My ideal work role:

My desired features of the work environment:

Financial Data:

Base Salary –

Commissions –

Bonuses –

Profit-Sharing –

Stock options –

Signing bonus –

Other –

Benefits:

Medical Insurance –

Life Insurance –

Vacation –

Disability Pay –

Pension Plan –

Dental Plan –

Car –

Relocation Expense –

Other –

Other important information:

Does the work require long hours?

A lot of business travel?

Does the organization provide enough training and development?

Is the organization growing?

Am I comfortable with the management style?

Do I understand fully what the work requires?

Am I comfortable with the new manager?

Am I comfortable with the work environment?

General Reflections:

What are the advantages and disadvantages of taking this work?

Trade-offs I will have to make: Can I live with these?

What I will gain by making these trade-offs?