

Complete Job Fit Worksheet

Fill in categories A – E with needs based on your career type; categories F-J are pre-filled with general needs. Weight the importance of each category from 1-Low to 5-High. Then rate each job opportunity from 1-Low to 5-High. Then multiply the weight x your rating, and add up the totals to determine the best situation for you.

	Job Title 1	Job Title 2
A. _____	...in job #1? 1 2 3 4 5	...in job #2? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____
B. _____	...in job #1? 1 2 3 4 5	...in job #2? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____
C. _____	...in job #1? 1 2 3 4 5	...in job #2? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____
D. _____	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

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E. _____	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

F. How well will I be compensated ?	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

G. How strong is the hours and benefits package?	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

H. How well does the location suit my commuting or work-from-home requirements?	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

I. How will this position help my career advancement ?	...in job #1? 1 2 3 4 5	...in job #1? 1 2 3 4 5
Priority 1-10: ____		
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

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J. Is there a culture fit?	...in job #1?	...in job #1?
Priority 1-10: ____	1 2 3 4 5	1 2 3 4 5
Weight Importance: 1 2 3 4 5	Weight x Rating = ____	Weight x Rating = ____

TOTALS
