

My General Job Necessities

You've considered certain job factors that best fit your career type needs. What about other requirements such as pay and benefits? Review this list of general job necessities, and weigh the importance of each category from 1 (low) to 5 (high).

1. What level of *compensation* is acceptable to you, including base salary or hourly rate, bonuses, retainers, commissions, stock options, pension plan, 401(k) matching, housing allowance, car allowance, and so on? How high is your tolerance for risk? For example, how important is the security of your compensation over many years as compared to your comfort with unpredictability?

Weigh importance: 1 2 3 4 5

2. How important are the *hours and benefits* package: how many hours a week you work, at what time, and which days? Think about such benefits as health insurance, vacation, tuition assistance, sabbaticals, gym access, or any other services offered.

Weigh importance: 1 2 3 4 5

3. What are your *commuting and work-from-home* requirements? Figure out how far you are willing to travel to work and how much time you are willing to take to commute. How many days a month are you willing or able to take business trips? What is your maximum budget for tolls, parking, fuel, and public transportation? How many days a weeks do you need to, or are you available to, work from home, if that is asked of you?

Weigh importance: 1 2 3 4 5

4. Think about how important *career advancement* is for you at this stage of your career. Some factors to consider are new skills learned, increase in job title, or the opportunity to manage more people and larger budgets. Will you be satisfied with the job itself, or will you be happier if you can see a clear path for advancement? Would you like to take the experience from this job and use it for opportunities in other firms? Do you want this job in order to make beneficial contacts? For long-term career advancement, do you require personal PR in the form of publications, speaking engagements, newspaper quotes, and increased presence of your name on the Internet?

Weigh importance: 1 2 3 4 5

5. Think about how you will fit with the work *culture*: how you will fit with the boss, the size of the team, the overall company culture, the industry, or the mission.

Weigh importance: 1 2 3 4 5