

EVALUATING

WHAT'S ON OFFER

Detailed consideration of a job offer can help you to negotiate a better package. Preparing a checklist can also help to ensure you meet your main remuneration objectives and that other key issues surrounding the job are clarified.

No job, however attractive it may be, will contain all or even most of the items we list below. However, it will provide the framework for you to identify your priorities and determine how the job offer measures up. It will also identify where the opportunities or problems lie to help you make a more informed decision.

1. CORE PACKAGE

- Basic salary
- Overtime
- Salary structure/bands
- Position in range
- London weighting
- Bonus/commission schemes
- Profit share
- Stock options/awards
- Dates and frequency of salary reviews
- Method of salary assessment e.g. performance and/or cost of living related

2. BENEFITS

- Holiday entitlement
- Company car
- Relocation package
- Pension contributions
- Private health/medical insurance
- Life insurance
- Death in service benefit
- Mobile and home telephone
- Sick pay scheme
- Professional subscriptions
- Leisure/on-site sports facilities
- Club membership/gym
- Home computer or laptop with software
- Expenses including travel and meals provision
- Flexible working arrangements
- Interest free travel loan
- Family friendly benefits e.g. childcare vouchers
- Maternity/Paternity/Adoption leave benefits
- Subsidised canteen/restaurant facilities
- Car parking – free or subsidised
- Discounts on retail goods

- Social events e.g Christmas party
- Staff welfare schemes/support lines
- Training allowances
- Signing bonus
- Referral bonus

3. OTHER FACTORS

- Your title/status
- Scope of the job and your role
- Opportunities for career advancement
- Other opportunities for development e.g. travel/attendance at industry events
- Corporate plans
- Location of the job/the commute
- Quality of the work environment
- Compatibility with boss and colleagues
- Reputation/performance of the company
- Corporate responsibility/charitable schemes within the company

When you receive the details of your job offer consider all the elements of the package carefully, not just the basic salary. Don't be pressured into making a quick decision – most employers will allow at least a day or two, if not more, for you to carefully consider their offer. Don't be afraid to try and negotiate if you feel your skills and experience are worthy of a higher salary but don't be greedy – the employer may be restricted by market rates or internal structures. Be ready to justify any request you have for a higher salary based on what you can bring to the company.

Finally, discuss your job offer with close family and friends as often they might be able to point out factors you hadn't considered.