Job Offer 
Evaluation

Accepting a job offer is an important decision which requires careful consideration.

First: Is the position and organization a place where you would like to build your career? Will you get the training and resources you need to be successful? Will experience in this area benefit your career growth? Do you understand the expectations for the position?

Second: Is the offer agreeable to you? Do you understand the details of the offer, including benefits? Some offer details may not be negotiable, but it is important that you understand them and ask any questions before accepting the offer.

The following topics are aspects of a job that you should carefully consider before accepting.

ASPECTS OF A JOB TO CONSIDER

Salary

Many candidates focus on the salary when receiving an offer. The starting salary can be particularly important in fields that calculate salary increases as a percentage of your salary. Researching standard salaries in your field is an important starting place.

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Salary Research Resources

  Search or browse this Bureau of Labor Statistics website to find information on median pay, projected job growth, and other career information.

- **GradSense, gradsense.org/gradsense/salaries-by-occupation**
  Use this tool to learn high, low, and average salaries for a wide variety of fields. Also find information on negotiation and job offer evaluation.

- **Jobstar, jobstar.org/tools/salary/sal-prof.php**
  A broad collection of over 300 salary surveys and resources.

  From the National Association of Colleges and Employers, this tool provides salary information based on education level, years of experience in the field, and location.

  Browse annual pay tables for government positions based on region, grade, and step.

- **Idealist Careers Salary Surveys, http://idealistcareers.org/salary-surveys/**
  A collection of salary surveys and compensation resources for nonprofit jobs and organizations.
Insurance, Retirement, Vacation, & Other Benefits

The benefit details vary widely between organizations, so it is important to do your research. Your primary contact may direct you to a human resources professional who can explain the details to you.

Many of the terms may be unfamiliar to you. The glossary may be helpful as you review the documentation:


Some questions to consider:

- Is medical, dental, or vision insurance provided?
- What portion of the costs are paid by the employee?
- When do health care and other benefits take effect?
- Are vacation and sick leave offered?
- How are the retirement plans structured?
- Does the company match my contributions? Is there a vesting schedule?
- Do I have to opt in or am I automatically enrolled?

Cost of Living

- Sperling’s Best Places Cost of Living Comparison, www.bestplaces.net/COL

Working Conditions

- Have the job responsibilities been clearly articulated?
- How will my work be evaluated? At what intervals?
- Are there opportunities for advancement? Regular pay increases?

Moving Expenses

- Employers may reimburse you for some or all of your moving expenses.
- Before negotiating, educate yourself about moving costs—either moving yourself or hiring a moving company.

Start Date

- Will the start date give you enough time to complete your degree and relocate?
Additional Factors

- Childcare benefits
- Support of professional memberships or conference attendance
- Flex time and telecommuting
- Parking expenses
- Tuition reimbursement

Partner Hiring Assistance

Spousal or partner assistance can sometimes be requested, especially if the job being offered is in a remote location. This assistance can range from the organization providing the applicant’s partner with resources for job hunting in the area to more active support.

  Provides resources for dual-career couples as well as a list of universities and colleges that have dual-career policies and/or services.

CONSIDERATIONS FOR FUTURE FACULTY

Salary Research Resources

  Browse or search the tables for average faculty salaries based on institution, state, or sector.

  Collection of salary surveys from the College and University Association for Human Resources and the American Association of University Professors.

Expectations and Support

- Teaching load
- TA/RA support
- Summer support
- Semester leave
- Advising and committee expectations
- Promotion and tenure process
- Tenure clock
- Family-leave policies
- Start-up packages
- Office and laboratory space
- Computers/software/other supplies