

JOB OFFER CHECKLIST

Topic Area	Their Response	Potential Questions
Title		(Is it what was expected? If not, why not?)
Report To		(Is it who was expected? If not, why not?)
Start Date		Can we make it earlier? Later?
Base Salary		Payable monthly? Semi-monthly? Bi-weekly? Arrears?
Bonus		Is there any? Percentage? Tied to what specifically?
Commissions		Are there any? Percentage? Tied to what specifically?
Signing Bonus		Do they offer one? How much? Any conditions?
Profit Sharing		What is the criteria? History of payments past 3-5 years?
Stock Options		How are they determined? % underwater currently?
ESOPs/ESPPs		Percentage discount? Mark date?
General Benefits		What is my contribution amount? Myself? Family?
Health		PPO? HMO? Deductibles? Co-pays? Exclusions? Max?
Dental		Deductibles? Co-pays? Orthodontics? Max?
Vision Care		Exams? Glasses/contacts? Max?
Life Insurance		Set amount? % of salary?
Accidental Death		Coverage? Amount?
Business Travel Ins.		Coverage? Amount?
Short-term Disability		Period of time? Coverage?
Long-term Disability		Period of time? Coverage?
Vacation		Any flexibility in providing more? When does it increase?
Holidays		How many? Can any be flexed?
Sick/Personal Days		Covered? How many? Restrictions?
401(k)		Company match % and max? Max contribution amount?
Pension		Provide any type of pension? (most dont)
Tuition		Reimbursement rules and %?

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Training		Other training provided? Who approves?
Health Clubs		Coverage?
Dependent Care		Coverage?
Relocation		What expenses are covered? Is there a cap?
Comp Time		Any work hours/days flexibility?
Overtime		Is there paid overtime?
Performance Review		When will my first performance review be?
Salary Review		When will my first salary review be?
Promised Increases		What % increases should I expect for the first 2-3 years?
Travel		% overnight travel expected?
Laptop		Will you be providing me with a laptop?
Cell phone		Will you be providing me with a cell phone?
PDA		Will you be providing me with a PDA?
Company car		Is a company car provided? If not, is mileage covered?
Parking		Is parking paid for?
General Expenses		Are all business-related expenses covered?
General		Is there anything else I should be aware of?