JOB OFFER COMPARISON DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Create one row per offer, using the same currency and annual base-pay basis.

STEP 2 Record your annual base-pay target and the employer's written offered base pay.

STEP 3 Use criteria scoring for benefits, commute, hours and personal fit; record unanswered questions in the note.

STEP 4 Which fact or document still needs checking?

JOB OFFER COMPARISON DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

REVIEW DATE	EMPLOYER OR OFFER LABEL	PERSON RESPONSIBLE	ANNUAL BASE-PAY TARGET	OFFERED ANNUAL BASE PAY	HOURS, BENEFITS AND QUESTIONS

Outstanding question or record to confirm

JOB OFFER COMPARISON DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Create one row per offer, using the same currency and annual base-pay basis.

Concrete next action	Owner / due

ACTION 2 Record your annual base-pay target and the employer's written offered base pay.

Concrete next action	Owner / due

ACTION 3 Use criteria scoring for benefits, commute, hours and personal fit; record unanswered questions in the note.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Amounts are entered by you and exclude taxes, bonuses and benefits. Totals across mutually exclusive offers are not a combined salary.

- [ ] Source checked
- [ ] Next action assigned