

Job Offer Checklist

Use this checklist to make sure that no detail is missed when you receive an offer. However, keep in mind that this is a very comprehensive list; every item may not necessarily apply to you or your specific offer.

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?
Signing Bonus		Do they offer one? How much? Any conditions?
Commissions or other Bonuses		Are there any? Percentage? Tied to what specifically?
Relocation		What expenses are covered, if any?
Comp Time		Any work hours/days flexibility?
Overtime		Is there paid overtime?
Retirement Plan		Type? (401k?) Company match %? Max contribution amount?
Stock Options		How are they determined?
Health		What is my contribution amount (For myself? For my family)? Options (PPO? HMO?) Deductibles? Co-pays?
Dental		Deductibles? Co-pays? Orthodontics? Max?
Vision Care		Exams? Glasses/contacts? Max?
Life Insurance		Set amount? % of salary?
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?
Tuition		Reimbursement rules and %?
Training		Other training provided? Who approves?
Health Clubs		Coverage?
Dependent Care		Coverage?
Performance Review		When will my first performance review be?
Salary Review		When will my first salary review be?
Potential Increases		What % increases should I expect for the first 2-3 years?
Travel		% overnight travel expected?
General Expenses		Are all business-related expenses covered?

Adapted from: www.collegegrad.com