

Career Opportunity Analysis Worksheet

Doing sound career decision analysis is important work. We typically decide to pursue a specific job or career direction based on group 1 items like pay and title. We typically fail in our job or quit because of missing group 2 & 3 items.

Step 1: What is important to you?

Using the left column as a guide, figure out what is important to you for your next career opportunity (and use this to analyze your existing work situation). Rate the importance of each variable from 1-5, and write the total at the bottom of the column. Pay particular attention to what you feel are must-haves. For Group 1, write in the data that satisfies your needs. The total at the bottom represents the total possible any one work situation opportunity can score.

Step 2: Analyze the opportunity

Think about the career opportunity in front of you and how it fits with what is important to you.

Score the opportunity against each variable and write the total at the bottom of the column. How does it compare to your ideal score? If you aren't certain how to rate a particular variable, do one of two things:

- If you are evaluating a hypothetical opportunity, then make an educated guess
- If you are evaluating a real opportunity, then do your homework. Talk to people. Ask questions.

Step 3: Flag the gaps.

If you identified, which must haves were not met? Which must haves were met?

Step 4: Make a conclusion

What conclusion can you draw from this analysis about this opportunity?



Opportunity Name:				
Decision Making Variables	Data (i.e. time, \$ amt.)	Importance Weighting (1-5), with 5 being high...a must have	Opportunity Score (How does this opportunity rate in this category)	Gaps (+/-)
Group 1				
Monetary Reward				
Guaranteed Income				
Performance-based cash				
Equity, profit-share				
Tangible Benefits				
Paid Vacation				
Benefits				
Gym, facilities				
Car allowance				
Sponsored learning				
Other				
Status/Progression				
Title				
Extras				
Group 2				
New knowledge & skills (learning)				
Developmental Opportunities				
Future Potential				
Work/Life Flexibility				
Work Hours				
Work Environment				



Cost of Work (commute, dress, socializing, \$ required to play, etc.)				
Decision Making Variables	Data (i.e. time, \$ amt.)	Importance Weighting (1-5), with 5 being the most important	Opportunity Score (How does this opportunity rate in this category)	Gaps (+/-)
Effectiveness / quality of tools to get job done				
Accountability				
Responsibility				
Recognition				
Contribution				
Degree to which position stretches you				
Personal networks				
Colleague fit/likeability/quality				
Anticipated negative stress levels				
Self-Actualization / Development / Realization of personal dreams				
Group 3				
Personal Meaning				
Security				
Halo effect of working for a known company or project				
Authority				
Congruence with personal vision				
Ethical return				
Part of a mission or cause				
Pace / excitement				



Stability				
Other:				
Other:				
Total Scores				

