

CashCourse

JOB PRIORITIES WORKSHEET

When looking for a job, it's important to know your priorities so you can apply for jobs that will fulfill your needs and be a good fit for you. Look at the categories below, and indicate which ones are important to you by placing a check mark next to them in the "Priority" column. Then, go through the list a second time. In the column on the right, rank your chosen priorities from most to least important to you. This will help you make the best decision possible when comparing job offers.

Company _____

Priority	Rank
Prestige	
Location	
Office culture	
Dress code	
Position	
Responsibilities	
Potential for advancement	
Co-workers	
Salary	
Hours	
Overtime pay	
Paid days off	
Retirement plan [Pension, 401(k) or 403(b)]	
Employee stock purchase plan (ESPP)	
Insurance	
Health	
Dental	
Vision	
Life	
Disability	
Company perks	
Tuition reimbursement	
Gym membership	
Parking/transportation assistance	
Concierge services	
Other _____	
Other _____	