

CONTEMPLATING A JOB OFFER

After working hard to find a job, you can become more selective when you receive a job offer. Your salary and benefits, although important, are not the only areas to consider when determining if a job is the right one for you. It is best to choose a job that will boost your career goals and help you to advance further in your career field. There are four areas of focus when contemplating a job offer:

The Job Itself

- Will I get along with my boss (es)? Will I get along with my co-workers?
- What is the principal's/director's management style?
- Do I have a full understanding of what my work would entail?
- Do I find the position interesting and challenging?
- What are the usual hours of the job? Is it necessary to work evenings? Weekends?
- Is there any travel involved with the position? If so, how much? Where?
- Will I need to relocate? Where?
- Will I need more training? Who will pay for it?
- Is the job reasonably secure?

Career Advancement/Development

- Could this job lead to a promotion?
- What type of background am I building? Will this job broaden my experience and make me more marketable to future employers?
- Will this job help to advance my career, even if it is not my "ideal job" now?

The Organization

- What is the structure of the organization like? Does it allow room to advance, or will I need to go to another school to be promoted?
- What are the school's policies regarding sick leave, vacations, cause for dismissal, and so forth?
- Is the school growing? How is its financial position?
- What is the employee turnover rate?
- Is the location convenient to me?
- Is the physical setting of the school acceptable?
- How is the school known for treating its employees? Are they generally satisfied with the organization?

Financial Considerations

- Is the salary competitive?
- Do I clearly understand how I will be paid? (Salary, hourly wage, wage and bonuses, and so forth.)
- How are raises determined?
- What fringe benefits are offered? Insurance (health, dental, life)? Free parking? Time off (vacations, holidays, sick leave)? A retirement plan?
- Are any additional but less common fringe benefits offered? For instance, does the school offer an expense account, employer-paid tuition for college, travel to conferences/conventions, memberships in professional organization?