

7 MUST HAVES:

YOUR JOB OFFER CHECKLIST

DIRECT COMPENSATION

Base salary plus bonus. It doesn't get any easier than this.

ADDITIONAL MONETARY COMPENSATION

Equity, commission, or performance-based bonuses outside or instead of the expected annual bonus.

HEALTHCARE BENEFITS

Medical, dental, vision. The whole nine yards. And no, it's not considered rude or presumptuous to request the details of an employer's insurance plan while considering an offer. It's a huge part of your comp, so you need to know if the policy stinks or not. They might not send you the policy, but they'll give you the general idea. If the hiring manager or HR representative is cagey about this, don't accept. That's a clear indicator of company culture and a major red flag.

TIME OFF POLICY

Sick days plus personal days plus vacation. This is usually very negotiable, particularly at more senior levels

WILL YOU LEARN SOMETHING NEW AND MARKETABLE IN THE ROLE?

Think about the job after this job. Will what you learn in this role help propel you to the next one, or will it be another dead end?

COMPANY CULTURE

Does it seem like a place you can actually work? Is it a corporate sinkhole with putty-colored cubicles and legions of dead-eyed employees spacing out at their monitors? Or is it a basement garage staffed by flip flop-wearing programmers burning through their funding on takeout and branding consultants? Whatever the situation may be, figure out if this is a place where you can show up day after day and do your best work. If you need more time to observe, ask for it. It's not an unusual request.

YOUR NEW BOSS

As we've pointed out, if you can't see eye-to-eye with your new boss, or even if you just suspect that he or she isn't buying what you're selling, it might be time to bail out. This is the person with whom you'll be working with the closest, so the two of you had better be able to get on the same page.

OTHER ITEMS TO CONSIDER

- Length of commute
- Transit assistance
- Length of maternity/paternity leave
- Ability to work remotely
- Amount of travel required



ENJOYED THIS LESSON?

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