

## Worksheet 15: The Job Hunt Scorecard™

### Choose a job that's right for you with the Job Hunt Scorecard™

Job-hunting is a bit like planning a vacation: you do not buy plane tickets and book a trip without doing some research, and asking yourself "Will I like that place? Do I like the snow? Do I like the sea? Do I like museums?" You look at different places, compare what they offer against what you like to do. Just because your neighbor loved her trip to San Francisco does not mean that you will. A bad vacation is disappointing. A bad job can be devastating. You have the power to avoid taking a bad job! This Job Hunt Scorecard™ will help you do exactly that.

Making an objective decision about a job can be difficult, especially if you are excited about it. Emotions run high, and the stakes are high. Very often, unless you ask the right questions, you will not get the information you need to choose a job that's right for you. I see people who get very excited about a job, and avoid asking the tough questions. Then they wake up 6 months later, really unhappy and not sure why.

I know why they wake up unhappy: they did not take an objective look at the job against what they want. Just because you love the people and the mission of the company does not mean it is the right job for you. What if those people quit? What if you do not have the tools to get your job done? What if your commute is killing you? What if you accepted less money than you felt you were worth? You'll suddenly realize that people and company mission do not look so good anymore.

Use this scorecard to step away from the romance and into reality. Will this job be a good long-term fit for you? Just because your best friend loves working there does not mean you will.

### HOW TO USE THE JOB HUNT SCORECARD™

FIRST, use your "What I want" and "What I don't want" worksheets as your guide to determine the 10 most important attributes of a job for you. Put your most important ones at the top and list in descending order. Notice that each thing you want is ranked. This ranking will give you a score that will help you compare one job against another, and answer the very important question "Will I be happy in this job? Will it give me what I want?" The job attribute at the top of your list should be your most important, because it is valued with a weight of ten.

NEXT, ask yourself "Will I get this in this job I am considering?" if you are not sure, you need to start asking the right questions of the employer to get answers to these questions. Circle "yes" or "no" for each.

LASTLY, give a score to each yes, and each no. You will see that the top attribute gets a score of either 10 (yes) or -10(no). The next one gets either a 9 or a -9. If you are employed right now, filled out the first column with your current job. You will now have an objective, numeric way to evaluate job opportunities.

Use this throughout your job hunt to ask the right questions. Before you go into an interview, use this scorecard as a guide, to build questions you want to get answered about

the company. As you leave an interview, sit down with this to evaluate whether or not you will get what you want. And certainly, before you accept a job, run through this scorecard again and be very honest with yourself. You may end up ranking things differently. You may discover that compensation is actually 3rd on your list, not first (I can tell you that the right place for the money is usually 3rd of 4th. People rarely leave a job because of money. There are usually other "happiness factors" that trump the money one).

### **Tony's story:**

Tony has been in product sales for ten years, and really enjoys it . His company is moving headquarters to another state and he does not want to move. He wants to find a growing company that will give him the opportunity to advance either into management or a national sales role. Most important to Tony are these three things: personal learning, career advancement and the ability to earn more than he is earning today. Next, he wants to be in a collaborative environment where he is more than just a number, where he can actually contribute beyond just the numbers. He has been commuting 2 hours a day and wants less time on the road. He has small children and having some flexibility around them is important to him. His current company is moving headquarters because they just had a hostile takeover; he wants to try to avoid a volatile situation like that again. His current company is constantly changing direction and it is difficult for him to be credible with his clients. He wants a clear strategic vision he can embrace and take to the streets. His new boss has been requiring 3 times the amount of paperwork his previous boss did, and it is getting in the way of his ability to sell, not to mention he is at his best with a desk and a phone and numbers to hit. He will raise his hand when he needs help, and wants a boss who trusts him to do that. Due to the hostile takeover, all administrative support was cut. He wants to make sure he joins a company that understands the value of sales support so that he can be out selling more.

Ranking	What I want in my next job	Present in current job?		Perceived in potential job #1?		Perceived in potential job #2?	
10	Personal growth: I will be able to learn new things in this new job		No - 10	Yes + 10		Yes +10	
9	Career growth: I will be able to move up in the company. I can see that this company promotes from within.		No - 9	Yes + 9		Yes + 9	
8	Money: I will make at least \$_____ per year.		No - 8		No - 8		No - 8
7	Culture: I will be working in a collaborative environment, on a team, not fighting against others to get things done	Yes + 7		Yes + 7			No - 7
6	Work/life balance: Commute of no more than 45 minutes one way	Yes + 6			No - 6		No - 6
5	Work/life balance: Flexibility (ability to work from home sometimes, stay home with sick children without guilt)	Yes + 5			No - 5		No - 5
4	Solid Company: I have confidence that the company will grow and remain competitive.				No - 4		
3	Leadership: I can see a clear strategic vision that is communicated openly throughout the company		No - 3		No - 3	Yes + 3	
2	Management: Hands-off: I will be trusted to get things done and raise my hand when I need help.		No - 2	Yes + 2		Yes + 2	
1	Tools/resources: I can see a commitment to investing in the tools and resources I will need to be successful.	Yes + 1		Yes + 1			No - 1
Total score:		19	-32	29	26	24	-27
		-13		+ 3		-3	

Ranking	What I want in my next job	Present in current job?		Perceived in potential job #1?		Perceived in potential job #2?	
10		Yes +10	No – 10	Yes +10	No – 10	Yes +10	No – 10
9		Yes + 9	No – 9	Yes + 9	No – 9	Yes + 9	No – 9
8		Yes + 8	No – 8	Yes + 8	No – 8	Yes + 8	No – 8
7		Yes + 7	No – 7	Yes + 7	No – 7	Yes + 7	No – 7
6		Yes + 6	No – 6	Yes + 6	No – 6	Yes + 6	No – 6
5		Yes + 5	No – 5	Yes + 5	No – 5	Yes + 5	No – 5
4		Yes + 4	No – 4	Yes + 4	No – 4	Yes + 4	No – 4
3		Yes + 3	No – 3	Yes + 3	No – 3	Yes + 3	No – 3
2		Yes + 2	No – 2	Yes + 2	No – 2	Yes + 2	No – 2
1		Yes + 1	No - 1	Yes + 1	No - 1	Yes + 1	No – 1
Total score:							