Offer Comparison Mini Card

Compare two real options, show what is still unknown and prepare one useful question.

Save a working copy. Open it in a PDF app that supports forms, fill it in, save, then reopen to check your answers. Use short phrases that fit the visible boxes; shorten an entry if a box is full.

Put the basics side by side

Have your offer details ready. Allow about 10-15 minutes for a first comparison. With one offer, label your actual current situation as the other column; do not invent a second offer.

Start every entry with a status: C = confirmed, A = assumption, U = unknown, N = not applicable. Add a source number if useful. A spoken statement is only as specific as what was actually said. Check important conditions in writing.

A: role, employer or current situation

B: role, employer or current situation

Fixed pay

Record gross amount, currency and period for the actual hours offered. Identify hourly pay or full-time equivalent figures explicitly. Different hours or currencies need clarification before comparison.

A: status + fixed pay + source

B: status + fixed pay + source

Variable or conditional pay

Record amount or basis, period and conditions, or mark them unknown. Keep bonuses and other conditional payments separate from guaranteed fixed pay.

A: status + variable pay + source

B: status + variable pay + source

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Compare the conditions of the work

Use the same C / A / U / N status codes here. If a condition has several parts, label each part separately. An unknown is a question to resolve, not a benefit or a disadvantage.

Hours and schedule

A: status + hours/week and schedule

B: status + hours/week and schedule

Location and flexibility

A: status + location/flexibility

B: status + location/flexibility

One other condition that matters to you

For example, travel, predictable shifts, accessibility or leave. Define the detail you need to compare.

A: status + this condition

B: status + this condition

Sources and dates for both columns

Use short references, e.g., 1 = written offer, employer A, date; 2 = recruiter call, employer B, date. For your current situation, note the relevant record.

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Find the next question

Fictional example

A: C, USD 62,000 gross/year at 40 hours/week. B: C, USD 58,000 gross/year at 32 hours/week; U, fixed weekdays. Minimum: a predictable schedule. Difference: the hours and fixed pay differ, but B's schedule is unresolved. Question: Can you confirm the weekly schedule in writing? Recipient: B's recruiter, before the reply deadline. A higher annual amount does not settle this comparison.

Your minimum condition and its status in A and B

Name a genuine requirement. Mark each option met, not met or unknown; do not average a failed minimum away.

The difference that matters most at this stage

Your next factual question

Ask for one detail that could change your understanding. If all key facts are known, ask about your remaining practical concern.

Who can answer it?

When will you ask? Note any deadline.

- [ ] Currency, pay period and different working hours are visible.
- [ ] Assumptions and conditional pay are not treated as guaranteed.
- [ ] I will clarify an unknown minimum before relying on it.

From a first comparison to a considered response

If this card has shown an important difference or gap, you can use your question before deciding. A wider review may also need to consider benefits, tradeoffs and how to discuss them. The Offer and Salary Kit is intended for that broader offer and pay decision. If that fits your next step, look for the toolkit at www.directionbychoice.com.