TRX SEARCH CANDIDATE RESOURCE

Offer Decision Worksheet

Evaluate the opportunity before you react to the offer.

An offer can create excitement, validation, urgency and fear of missing out - all at the same time. The goal of this worksheet is not to remove emotion from a career decision. It is to keep emotion from doing the evaluating for you.

Start here

Decide what matters before you evaluate what is being offered. Go back to what you wanted to change before compensation, deadlines or the feeling of being chosen enter the decision.

Name

Date

Why was I open to considering a move?

Write the real reasons - not the polished interview answer.

What must be true in my next role?

These are the conditions that genuinely need to improve for a move to make sense.

What would be nice to have?

Important, but not decision-driving.

What are my deal breakers?

Things that would make an otherwise attractive opportunity wrong.

Before you compare numbers

Once an offer is in front of you, it becomes harder to separate what you wanted from how you feel about being wanted. Finish this page first.

02 | COMPARE THE OPPORTUNITY

Compare each option to what you said you wanted.

Do not start with “Which offer is better?” Start with: “Does this improve what I was actually trying to improve?” Use short notes. If something is unknown, write UNKNOWN - do not fill the gap with assumptions.

Decision factor	Current role / baseline	Offer A	Offer B
Role mandate & scope			
Manager / leader			
Decision authority			
Team & culture			
Growth / advancement			
Challenge & learning			
Company / market			
Location / commute			
Travel			
Flexibility / schedule			
Stability / risk			
Family / life impact			

A USEFUL LENS

For each offer, ask whether it improves, preserves or worsens the things that mattered before the offer arrived. “Better than Offer B” is not the same as “better than my current situation” - and neither automatically means “right for me.”

Which opportunity most closely matches what I said I wanted before either company made an offer?

03 | UNDERSTAND THE COMPLETE OFFER

Separate what is guaranteed from what is possible.

A higher headline number does not always mean a stronger package. Compare the actual structure, what is guaranteed, how variable compensation is earned, and what disappears after year one.

Compensation / benefit	Current	Offer A	Offer B
Base salary			
Guaranteed first-year cash			
Target bonus / commission			
How variable pay is earned			
Typical / historical payout (if known)			
Sign-on payment			
Equity / long-term incentive			
Retirement / match			
Healthcare cost / coverage			
PTO / paid leave			
Vehicle / allowance / expenses			
Relocation support			
Other meaningful benefits			

TRX perspective

Do not accept an offer you do not understand. If the offer references a plan, agreement, policy or schedule that materially affects the decision, ask to review it before you decide.

04 | CLARIFY BEFORE YOU DECIDE

Unanswered questions are part of the decision.

An unanswered question does not automatically mean no. It does mean you should not quietly assume the answer you hope is true.

What is still unclear?

List the questions that could materially change your decision.

Documents / details I still need to review

- [ ] Written offer letter
- [ ] Bonus / commission plan
- [ ] Equity or LTI agreement
- [ ] Relocation / sign-on agreement
- [ ] Restrictive covenant / employment agreement
- [ ] Benefits summary
- [ ] Travel / schedule / remote expectations
- [ ] Other referenced policy or document

If I negotiate, what am I asking to change - and why?

Do not negotiate simply because someone told you that you must. Identify the issue, the reason it matters, and whether changing it would materially affect your decision.

IF A COUNTEROFFER APPEARS

Go back to the reasons you were willing to leave.

Your current employer may change compensation. That matters if compensation was the problem. But if the original issues were scope, leadership, advancement, travel, authority or culture, ask what actually changed - and what did not.

What changed?

What did not change?

Does this solve the original problem?

05 | DECISION CHECK

Make the decision - then be able to explain it to yourself.

There is rarely a perfect offer. The goal is to understand the trade-offs clearly enough that you are choosing the opportunity - not simply reacting to the offer.

If compensation were identical, which opportunity would I choose - and why?

Which option best matches what I said I wanted before the offers arrived?

What am I most excited about?

What concern am I rationalizing or minimizing?

Does this solve the reasons I was willing to consider leaving?

What trade-off am I knowingly accepting?

One final question

Am I choosing this because it is the right opportunity for me - or because I am excited, afraid to lose it, relieved to have an offer, or reacting to the number? Emotion belongs in the decision. It just should not make the decision.

My decision and the reasons behind it

Write the answer plainly. What would I be most likely to regret 12 months from now if I choose - or do not choose - this opportunity?

This worksheet provides general career-decision guidance and is not legal, tax or financial advice. Consider qualified professional review when an offer includes restrictive covenants, equity, complex compensation or other material contractual terms.