

Congratulations Checklist

This checklist is for everyone, whether you're a seasoned expert or about to accept your first job. It contains questions to ask yourself when pursuing a job or accepting an offer.

How to use this checklist

Consider to what extent you agree with each statement. Put a checkmark in the box. You might also want to consider where you'd draw your 'red lines'. This can be a very powerful exercise to drive out how you really feel about a role or organization and can help by giving you clarity in your decision-making. Ideally, you want to be getting lots of checkmarks over on the right. Lots of checkmarks over on the left should raise a red flag.

If you're a leader in an organization you might use this to consider how candidates may feel about the prospect of coming to work in your organization. You could even use this as a starting point to revamp your EVP.

You can adapt this with your own statements but here are some to get you started.

The Feels (or Emotions)

How does this job make you feel? Too often we settle for roles that aren't aligned with our purpose or end up working for organizations whose missions we don't believe in. It's got to make you feel good if you'll be doing it every day!

A BETTER VISION FOR THE FUTURE OF WORK

This role aligns with or allows me to develop my purpose. I can be myself in this role.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

This company has a great mission, one that I believe in and can get behind.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

The Ethics (or Fundamentals)

Do you feel you and others will be treated fairly at this organization? Are you comfortable with what's on offer and is it fair?

I am confident I will be paid fairly and in line with others performing the same role at the same level.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

I believe everyone is paid fairly by this organization (there's no pay gap).

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

CREATING THE FUTURE OF WORK

I will be treated with respect at this organization.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

The Money (or Salary)

How well does the organization propose to pay you? Do you feel good about the package? Are you confident the offer is at least industry standard? Have you negotiated a good deal?

The salary, bonus, pensions and wider financial package is appealing to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

I've negotiated a deal I am happy with.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

The Perks (or Benefits)

Are they sweetening the deal sufficiently? And do these benefits offer real value to you as opposed to being generic benefits that aren't really all that relevant?

I'm getting some great benefits that really mean a lot to me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

A BETTER VISION FOR THE FUTURE OF WORK

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These benefits are better than those I may get elsewhere.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

The Future (or Progression)

How well will this role support your future ambitions? Will it propel you and accelerate your career? There should be some thought given to what's next if you have a future at this organization.

I can see how I can progress my career with this organization, there's a clear career progression path.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

I'm excited to grow and develop with this organization and feel there are many opportunities for me.

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree