DECISION MAKING MODEL: Numerical Rating Method

If you have more than 1 job title you are considering, this exercise can help clarify your top priorities and learn how they will affect your job choice.

1. **Clarify your purpose.**

   > SAMPLE: *To get a better job at Kaiser Permanente.*

2. **Choose and rate your decision making criteria. What is important to you?**

Put a check mark in the following boxes that are important to you. (Review the work you did in your self-assessment section.)

☐ I like the work I am doing.

☐ I work in an environment where I feel very comfortable.

☐ I get along well with my manager.

☐ I earn good money.

☐ My commute isn't very long.

☐ I get good benefits.

☐ I have work/life balance.

☐ I can learn new things in this job.

☐ I have opportunities to advance in my career.

☐ My job title makes a good impression on people.

☐ I don't have to go back to school for this new career/job.

☐ Training for this new career/job is not expensive.

☐ My job will be secure and stable for many years.

☐ I really enjoy the people I work with.

☐ Other: _____.

☐ Other: _____.

3. **Rate how important each criteria is to you.**
   Put a 1 – 5 in each box below that you have checked as important. Use this scale:

1 = I can let this go   **2**= Nice to have but I can be OK without it   **3**= I want this

4 = I need to have this   **5** = I won't take the job without this

- ☐ I like the kind of work I am doing in this job.

- ☐ I work in an environment where I feel very comfortable.

- ☐ I get along well with my manager.

- ☐ I earn good money.

- ☐ My commute isn't very long.

- ☐ I get good benefits.

- ☐ I have work/life balance.

- ☐ I can learn new things in this job.

- ☐ I have opportunities to advance in my career.

- ☐ My job title makes a good impression on people.

- ☐ I don't have to go back to school for this new career/job.

- ☐ Training for this new career/job is not expensive.

- ☐ My job will be secure and stable for many years.

- ☐ I really enjoy the people I work with.

- ☐ Other: _____.

- ☐ Other: _____.

4. **What are the job titles you have been considering?**
   - SAMPLE: Lab Assistant
   - SAMPLE: Nurse
   - SAMPLE: Radiologist

5. **Evaluate your job title options**
   - Take your first job title choice from the list above.
   - How well does each of your criteria match this job title choice?
   - 1 = no match
   - 2 = weak match
   - 3 = OK match
   - 4 = good match
   - 5 = great match

   Multiply the first score times the second score for each criteria.
   Then add all these new criteria scores together.
   This is your final score for this job title.

6. **Repeat step 5 for each job title you want to evaluate and compare.**

7. **Which job title has the highest score? How do you feel about this result?**