



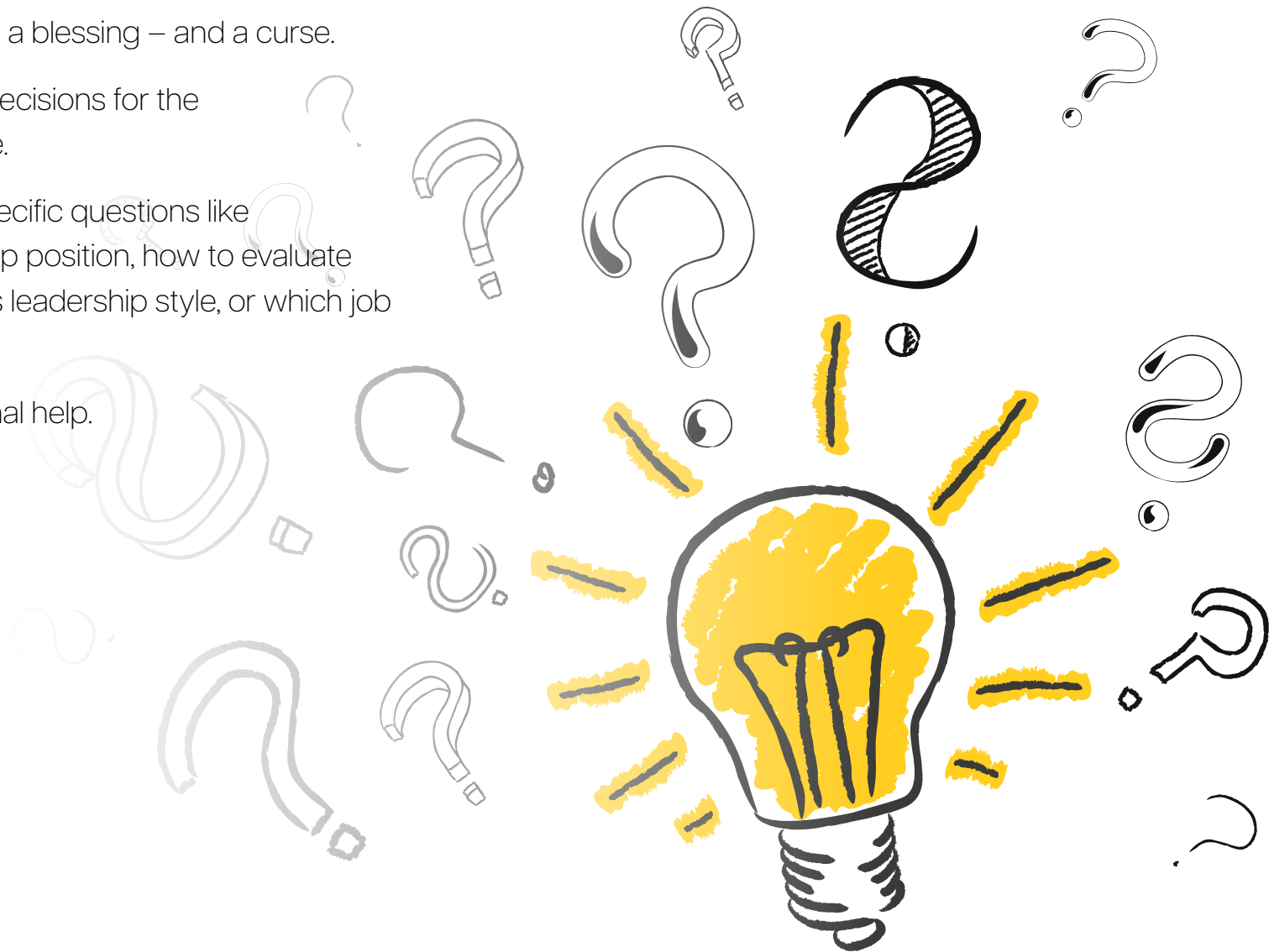
# Choices, Choices:

A GUIDE TO MAKING  
GREAT DECISIONS

Making job choices is tough – but it doesn't have to be. With the right approach, you can ask smarter questions and make better decisions for your career today – and set yourself up for success in the future.

### **In this eBook you'll learn:**

- 💡 Why having options is a blessing – and a curse.
- 💡 How to make better decisions for the present and the future.
- 💡 Ways to tackle job-specific questions like whether to take a temp position, how to evaluate culture fit and a boss's leadership style, or which job offer you should take.
- 💡 Where to find additional help.





# Mixed Blessings

The “Great Resignation” is more accurately described as the “Great Choice.” Millions of workers aren’t leaving work – they’re re-evaluating their careers and making new choices.

## Having choices is a blessing:

- 💡 Choice gives you flexibility.
- 💡 Choice focuses your attention on what matters to you.
- 💡 Choice provides a sense of control over your career and future.

**A great decision-making process can help you embrace choices and their opportunities.**

## Having choices can also feel like a curse:

- 💡 Choice requires you to take responsibility for your path.
- 💡 Choice pushes you to make a decision.
- 💡 Choice demands that you take risks.





# Why Today's Decisions Matter

After the stress of the pandemic, you may be eager to find a new job – any new job! Yet rushing into a decision can cause trouble down the road.

## When you think carefully through today's career decisions:

- 💡 You find work and a workplace that fits the way you work so that you can enjoy work more, learn more, and grow in your role.
- 💡 You place yourself in a position that opens new career paths - including options you may not have considered.
- 💡 You give yourself the foundation you need to build your skills, succeed at tasks and projects, and become indispensable to your team.





# How to Make Great Decisions

Every good decision is worth making deliberately. To kick-start your decision-making process:

- 💡 List the pros and cons of each option.
- 💡 Consider your goals and values. Which option gets you closer to them?
- 💡 Explore alternative possibilities. Is there another option you haven't considered?
- 💡 Imagine how you'll feel when you tell other people about each decision.

When making a specific work decision, it also helps to **understand the basics of the decision**, and to **ask specific questions** about your needs related to the choice you're making.



# Temporary or Permanent: How to Decide

Should you take a temp role (i.e., temporary assignment or contract role) or seek a permanent (i.e., direct) position?

## Here's how to compare the two options:

- 💡 Temporary roles have fixed tasks performed for a fixed period. Permanent roles have a wider array of duties performed over a longer time span.
- 💡 Temporary roles allow you to network with more people and companies in less time. Permanent roles help you build deeper relationships within one organization.
- 💡 Temporary roles let you shine in one skill or area. Permanent roles demand a broader range of skills with more opportunities for slower growth over time.





# Temporary or Permanent: Questions to Ask

**When considering whether to take a temp/  
contract or permanent/direct role, ask yourself:**

- 💡 What is my goal in taking this job? Do I want to build a skill, make connections, position myself for future success, work toward a promotion?
- 💡 How will I manage the transition at the end of a temp role? If a permanent role ends up being a poor fit, how will I respond?
- 💡 What else do I need to know about this role and its time frame to feel comfortable saying yes?

**You can also ask your recruiter questions like:**

- 💡 What opportunities does this job open up for me? Will a temp role lead to more contracts or a permanent position? Is there a clear path to advancement in a permanent role?
- 💡 What is the culture like at this workplace? How are workers in this role usually treated? How often do you need to find people to fill this role for this company?
- 💡 What do you recommend I do in the first month to succeed in this role?





## Culture Fit: How to Decide

Company culture encompasses how a business carries out its day-to-day life. It includes everything that isn't the work itself but that has an impact on how you do the work.

### When considering culture, look at factors like:

- 💡 How people communicate with one another.
- 💡 Your first impression of the workspace, the people, and the overall “vibe.”
- 💡 How recognition and promotions are handled.
- 💡 What happens when people ask for time off, need to adjust their schedule or workspace or have a sudden emergency.



# Culture Fit: Questions to Ask

**Interviews are a great chance to evaluate culture fit. At your interview, consider questions like:**

- 💡 Did the interview scheduling process respect my need for information and my schedule?
- 💡 How was I treated when I arrived? Were people expecting me? Did they try to make me feel comfortable?
- 💡 Did we end the interview with a clear timeline, or was I left hanging?

**Recruiters are a wealth of information about culture fit as well. Don't hesitate to ask your recruiter questions like:**

- 💡 What are the biggest challenges this company is currently facing, and how does this role interact with those challenges?
- 💡 What's your favorite part about helping this company? What makes you the most nervous?
- 💡 How often are you asked to fill roles for this company? What do the people you recommend say about it?



# New Boss or Not? How to Decide

During an interview, the interviewer may be evaluating you to see if they want you on their team. If they do, the interviewer becomes your boss, which means the interview is your chance to interview a prospective boss, too.

**When you're talking to an interview who might become your boss, remember:**

- 💡 A personality match can help, or it can be dangerous. Make sure you're not matching on areas in which you're weak. A boss who shares your weaknesses will struggle to help you improve in those areas.
- 💡 A track record of success is impressive, but it doesn't guarantee the person can teach others how to succeed. To grow in your career, you need a teacher and guide.
- 💡 How a prospective boss talks to and about other staff members is how they will talk to and about you.





# New Boss or Not? Questions to Ask

**You can prepare interview questions that help you get to know a prospective new boss. For instance, you might ask:**

- 💡 What has been your biggest achievement here? What are you most proud of?
- 💡 What do you like best about working here? What would you change if you could?
- 💡 When someone on the team struggles with a new skill or project, how can they find help?

**Your recruiter is a wealth of information about a new job, including the supervisors that oversee a particular role. Consider asking your recruiter some questions too:**

- 💡 What do current and past employees have to say about this person as a boss?
- 💡 If you had to describe this person in three words, what would you say?
- 💡 In addition to learning from this person, where else can I learn new skills and grow within this company?





## This Offer or That?

### How to Decide

The only thing more exciting than having a job offer is having two job offers. Yet this excitement can quickly lead to “analysis paralysis” as you decide which offer to accept and which to reject.

**Some ways to narrow down your decision before you make the call:**

- 💡 Research each company. Dig into their social media, read reviews and worker stories, and look for evidence of your dream job - or items that raise concerns.
- 💡 Calculate the value of the entire benefits package, not just your salary. Compare factors like out-of-pocket costs for healthcare and employer matching for retirement.
- 💡 Compare jobs based on commute time, added costs, and time you may spend on work outside of work hours.



# This Offer or That?

## Questions to Ask



**While comparing two job offers, it can help to ask yourself questions like:**

- 💡 Where do I see myself in five years? In ten years? Which job offers more support for that goal?
- 💡 If salaries and benefits are equal, which job offers better perks, like access to equipment or the opportunity to work remotely? Which perks offer the best support for my work style or work-life balance?
- 💡 What's the culture like? Which boss would I rather work for? Which team would I rather work with?

**Your recruiter can help you compare two offers as well. With your recruiter, ask questions like:**

- 💡 What information am I missing that would help me make a fair comparison?
- 💡 What would you say are the top strength and top weakness of each company, team, or boss?
- 💡 If your five-year goal was [insert your own five-year goal here], which offer would you accept? Why?

# Finding an Ally

**Have questions? Need help?**

**A staffing partner can be your ally when it comes to making career decisions. Your recruiter can:**

- 💡 Guide you through your choices,
- 💡 Provide a sounding board for your concerns,
- 💡 Offer information and evidence to improve your understanding of your options,
- 💡 Give feedback on your approach to various decisions,
- 💡 Help you fight “analysis paralysis” and
- 💡 Steer you toward opportunities that offer a great fit for your career goals.

**When in doubt, don't go it alone.  
Talk to a recruiter today.**

