WorkSprout

Job Non-Negotiables Framework

Step 1: Identify Your Core Categories

Highlight the job aspects within each category that are meaningful to you. Common categories include:

- Compensation & Benefits (salary, bonuses, health, retirement)
- Work-Life Balance (flexibility, hours, location, travel)
- Growth & Development (learning, career path, mentorship)
- Impact & Purpose (mission alignment, social good, meaningful work)
- Culture & People (leadership style, colleagues, inclusivity)
- Autonomy & Role Fit (decision-making, creativity, alignment with skills)
- Stability & Security (financial stability of company, job security, industry outlook)

Is there anything you would add?

Step 2: Rank Each Category by Importance

Write the highlighted job aspects in the table below. Assign a priority score (1–5) to each, with 5 = non-negotiable and 1 = nice-to-have.

Category	Priority (1–5)	Why This Matters to Me
Ex. Location (< 20 min commute)	*4*	*Impacts time at home & school pickup*

Step 3: Define Non-Negotiables

Write down the must-haves from your list that you rated 4 or 5. These are the deal-breakers if not met.

Step 4: Identify Trade-offs

Ask yourself: If I can't get everything in my non-negotiable list, what am I willing to flex on? When would I be willing to negotiate this?

Example: I'd accept a longer commute if I had a hybrid work arrangement.

Step 5: Use as a Decision Filter

When evaluating roles or job offers, rate how well each opportunity aligns with your priorities. Use this scorecard to compare multiple job opportunities side by side. Rate each role on how well it aligns with your priorities, with 5 = greatly aligned and 1 = not aligned.

Category	Prioritization	Job A	Job B
Ex. Location	*4*	*5*	*3*

Sum - Add up each column. The higher the number, the more aligned with your non-negotiables.		

Notes & Reflections

Job A Notes:

Job B Notes: