Before you accept: set conditions

Evaluate one concrete opportunity. Use role labels and a private copy without confidential employer information. This is decision support, not legal or financial advice.

Opportunity, actual decision deadline, and feasible alternatives

Hard constraints and why they matter

Strong preferences; trade-offs I am prepared to make

Ordinary work I want to do and capabilities I want to develop

Expected outcomes, authority, support, and learning time to investigate

Most important unanswered question; who could clarify it?

Check the role against evidence

For each dimension, distinguish an actual example, a confirmed arrangement, a future proposal, and an unknown. Do not turn missing information into an invented red flag.

Dimension	Claim / source role / date	Evidence / contradiction / unknown	Question / owner / due date
Ordinary work			
Manager / feedback			
Success expectations			
Authority / support			
Schedule / location			
Growth / learning			

Which unanswered question could change the decision?

Important expectations or changes confirmed in an appropriate written record

Record the decision and trade-offs

Choose accept, clarify or negotiate, decline, or defer where possible. No total score can erase a failed hard constraint. Use qualified advice for terms you do not understand.

Hard constraints met, unmet, or unresolved; evidence for each

Compared with feasible alternatives, what do I gain and give up?

Unresolved risks I can accept; risks requiring clarification or advice

Decision, rationale, and next action before the actual deadline

If clarifying: specific request, appropriate recipient, and response needed

If accepting: expectations to revisit with the manager; first review point