



AI @ Work Prompt Guide

Prompts to Use When Evaluating Job Offers

Here are sample prompts with explanations that can help you utilize ChatGPT or other AI tools to evaluate competing job offers. These prompts focus on comparing different aspects of the offers, such as salary, benefits, company culture, and long-term growth opportunities, helping you make informed decisions.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email career@aurora.edu or schedule an appointment on Handshake.

Comparing Salary and Benefits

Prompt: *“Help me compare two job offers: One offers a \$55,000 salary with no health benefits, and the other offers a \$50,000 salary with full health benefits and a 401(k) match. Which one might be better overall?”*

Evaluating Long-Term Growth Potential

Prompt: *“How can I evaluate the long-term growth potential of two job offers? One is a small startup with the potential for rapid growth, and the other is a well-established company with a clear promotion path.”*

Assessing Work-Life Balance

Prompt: *“One job offers flexible hours but requires some weekend work, while the other offers a strict 9-to-5 schedule with no weekend work. How can I evaluate which job offers a better work-life balance?”*

Analyzing Company Culture

Prompt: *“What are some ways to compare company cultures between two job offers? I want to find a company with a collaborative environment where I’ll fit in.”*

Considering Job Location

Prompt: *“How can I evaluate the location of two job offers? One job is in a major city with higher living costs, and the other is in a smaller town with lower costs of living.”*

Weighing Professional Development Opportunities

Prompt: *“One job offers formal mentorship and training programs, while the other offers more immediate responsibility and autonomy. How can I evaluate which job will better help me grow professionally?”*



Prompts to Use When Evaluating Job Offers Continued

Comparing Job Security and Stability

Prompt: *“How do I compare job security between a stable company with a long history and a newer startup with high growth potential but more risk?”*

Evaluating Company Reputation

Prompt: *“How can I evaluate the reputation of two companies offering me jobs? One is a well-known company in its industry, while the other is a smaller, lesser-known company.”*

Comparing Job Roles and Responsibilities

Prompt: *“How can I compare the responsibilities of two job offers? One offers a broader role with diverse tasks, while the other has a specialized focus.”*

Analyzing Travel and Commute Requirements

Prompt: *“One job requires frequent travel, while the other has a long daily commute. How can I decide which is better for my lifestyle and career?”*

Considering Company Mission and Values

Prompt: *“How do I evaluate which job offer aligns better with my personal values? One company focuses on sustainability, while the other is a major corporation with a focus on profitability.”*

Comparing Work Environment (Remote vs. In-Office)

Prompt: *“One job offers the option to work remotely, while the other requires me to be in the office five days a week. How can I compare these options to see which is better for me?”*

Evaluating Compensation Beyond Salary (Bonuses, Stock Options)

Prompt: *“One job offers a higher salary, while the other includes bonuses and stock options. How can I evaluate which compensation package is better for my financial goals?”*

Assessing Team and Manager Dynamics

Prompt: *“How can I assess which job will offer a better team dynamic and relationship with my manager? I’ve interviewed with both teams, and they have different leadership styles.”*

Factoring in Relocation Assistance

Prompt: *“One job requires me to relocate to a new city, but they offer relocation assistance. The other job is local. How do I compare the financial and personal impact of moving versus staying?”*