Sales Job Offer Due-Diligence Checklist

A practical worksheet for checking OTE, quota, ramp, territory, commission rules, manager support, team health, and scam risk before accepting.

Source article: https://accountexecutivejobs.com/blog/sales-job-search/sales-job-red-flags

Offer snapshot

Company and role	**Hiring manager**
Base salary	**Target variable**
OTE	**Annual quota**
Ramp length	**Territory**
Sales cycle	**Average deal size**
Pipeline source	**Decision deadline**

Use three levels

Level	Item	Notes
[ ]	Red flag: stop until the company provides a credible answer	
[ ]	Yellow flag: investigate, document, and compare the tradeoff	
[ ]	Dealbreaker: the risk is unacceptable even if the headline pay is attractive	

Compensation and quota

Chec k	Item	Notes
[ ]	Base salary and target variable are written separately	
[ ]	The quota that supports OTE is clear	
[ ]	Commission rate and crediting rules reconcile with the quota	
[ ]	The company can explain fully ramped quota attainment	
[ ]	Caps, accelerators, decelerators, draws, and clawbacks are written	
[ ]	The plan states when commission is earned and when it is paid	
[ ]	The company explains what happens after cancellation or nonpayment	
[ ]	The commission plan is available before the acceptance deadline	

Questions to ask

Question	Evidence to capture	Score
What percentage of fully ramped reps hit 100 percent of quota last year?	Team size, ramp exclusions, median performance, and trend.	1 2 3 4 5
What did the median fully ramped rep earn?	Actual earnings, not only advertised OTE.	1 2 3 4 5
Can I review the written commission plan before signing?	The plan itself and an owner for unresolved questions.	1 2 3 4 5

Ramp, territory, and pipeline

Check	Item	Notes
[ ]	Ramp quota matches the normal sales cycle	
[ ]	Training and product certification expectations are clear	
[ ]	First-deal timing is realistic	
[ ]	Territory, named accounts, or vertical ownership is defined	
[ ]	The company explains what happened to the previous territory owner	
[ ]	Inbound, outbound, partner, and inherited pipeline are separated	
[ ]	SDR, marketing, solutions, and manager support are specific	
[ ]	A successful first 30, 60, 90, and 180 days can be described	

Questions to ask

Question	Evidence to capture	Score
What would I own on day one?	Accounts, territory, pipeline, open opportunities, and restrictions.	1 2 3 4 5
How long did the last three hires take to close a first deal?	Range, segment, and whether those hires are still employed.	1 2 3 4 5
What causes otherwise capable reps to miss here?	Product, market, process, territory, skill, or support factors.	1 2 3 4 5

Manager and team health

Check	Item	Notes
[ ]	The manager can explain the coaching cadence	
[ ]	Forecast expectations and inspection process are clear	
[ ]	The manager owns company and territory problems instead of blaming reps	
[ ]	The reason the role is open makes sense	
[ ]	Team turnover can be discussed without defensiveness	
[ ]	The interview process reflects the work	
[ ]	Normal compensation questions are welcomed	
[ ]	References or peer conversations are allowed when appropriate	

Scam and verification checks

Check	Item	Notes
[ ]	The company identity, domain, leaders, and job are verifiable	
[ ]	Recruiter email comes from a credible company or agency domain	
[ ]	No one asks you to pay for equipment, training, or access to the job	
[ ]	No fake check, money transfer, cryptocurrency, or gift-card request	
[ ]	The interview has real substance and identifiable people	
[ ]	The offer and compensation terms are written	

Decision record

Strongest reason to accept	**Largest financial risk**
Largest role-fit risk	**Question still unanswered**
Best alternative	**Decision date**

Red flags that remain

Evidence that reduced risk

Decision: [ ] Accept [ ] Negotiate [ ] Keep investigating [ ] Decline

A red flag is a reason to pause and ask a sharper question. Decide from the quality of the answer, the written terms, and the risk you would personally carry.