



RECEIVING A JOB OFFER

This is a very exciting time when you feel like all of your work has finally paid off. Sometimes though there are still questions or concerns.

JOB OFFER

HOW EXCITING! You learn that the company would like to offer you the job.

- Most companies will informally offer you the job verbally by phone. A formal offer letter soon follows.
- When you receive the phone call, please be enthusiastic about the offer but don't accept the job immediately.
- Your first response to the initial call should demonstrate strong interest particularly if this is one of your top companies. But you should not accept until you have the opportunity to receive answers to some very important questions.
- Consider what it is that you value. Find out when you start, what is your salary, and working hours. You might even be interested in things like knowing what the office dress code is before you make a decision about the offer.
- You also may need to negotiate some of these things with your potential employer.
- If you are negotiating salary, be sure you conduct research regarding the average salary in your field, geographical location, etc.
- Be sure the formal offer letter includes any specific items you negotiated as a part of the negotiation process.

JOB OFFER ETIQUETTE

What should you do if you receive an offer but are still waiting to hear from other companies?

- Most students express interest in many companies as part of the job search... and you should! It is very common to receive an offer while you are still in communication with other companies. The most important thing to do is to BE HONEST! Let the company know you are in the middle of an aggressive job search and you would like to request additional time before you respond to their offer.
- It is helpful to inform the company that you are interested in the job but that you feel you must honor the interview commitments you have with other companies. Ask for some additional time. Most employers are comfortable with extending you extra time.

PLEASE NOTE THE FOLLOWING

Remember that when you accept an offer it should be honored. Don't take an offer just because it's your first - consider your options carefully before accepting.

- When you accept an offer, notify any other potential employers that you are no longer a candidate for employment. Thank them for their time.
- Don't go on any company visits or interviews after you have accepted an offer.
- Once you receive and accept a job offer, send your new employer a thank-you letter to demonstrate enthusiasm and pave the way for a great start!



DECLINING AN OFFER

If you decide to decline an offer of employment, please decline the offer politely.

- The most appropriate method is to decline as soon as you have made the decision. This allows the company to move along to the next candidate in line. Call as soon as you have made your decision and follow up the phone call with a letter politely declining the offer.
- The letter should be sent using regular mail service. Do not decline an offer by email. Be sure to indicate your appreciation of the offer and include something positive about the company because you never want to close the door for a future opportunity.

REJECTION

Rejection is a part of the job search process. We are all rejected as a part of the search and this is why you should have a list of 50 - 100 companies in which to pursue employment.

- Rejection hurts a little less if you are in communication with multiple companies. When you face rejection, (remember we all experience this part of the job search), it is often helpful to receive information that might help you in the future.
- We advise you to communicate directly with the company and politely ask if they might be willing to share with you why you did not receive an offer. Be sure to share with them that you are interested in feedback so that you can improve your job search skills.
- Most companies will provide you with a reply. If the feedback is encouraging you should ask if you can remain in contact with the company, so that perhaps later on you may be a possible candidate for future employment.