



WHAT TO DO WHEN THE OFFER COMES IN

Knowing Your Options Once the employer has extended the official offer to you, questions such as: starting salary, starting date, title and responsibilities, benefits, bonuses, etc, are appropriate at this time. With the offer extended, you have several options: accept the offer, ask for more time to consider, or decline the offer. Accepting the Offer You may be feeling a number of emotions at the time that the offer is extended to you, but it is important that you maintain composure (especially if the employer is still on the phone with you!). If you know all of the key points of your soon-to-be position, it is a good idea to ask for the employer to email them to you. The written offer needs to include: your starting date, position title, salary, etc. Once you accept the offer, reject all other job offers, and decline all other **job interviews**. It is unethical and unprofessional to go back on an offer once you have accepted it. Asking for Time to Consider If the terms of the offer aren't exactly what you were expecting, don't be so quick to decline the offer. Some points are negotiable. Explain to the employer that you appreciate the offer and the opportunity, but that you would like some time to consider. Tell them a date when you will let them know of your decision. If professional, the employer will grant you this time. It's important that in the end, regardless of the decision you make, you let the employer know. Declining the Offer If you know without a doubt that this job isn't for you, decline the offer, but take care to be tactful, and avoid burning bridges. Tell the employer that you respect the company, and appreciate their offer, but you would like to go in another direction. Be Ready Consider possible scenarios, and how you will react prior to getting the offer, so that you can react in a professional manner.

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