

# EVALUATING A JOB OFFER

Job offers are generally made by mail, phone or e-mail. The majority of employers will confirm a verbal job offer in writing including salary, position, and start date. **As tempting as it is to accept a job on the spot, DON'T!!** Ask for some time (usually one week is enough) to think about it.

## Consider:

- Job responsibilities, type of work, job security, supervision, co-workers.
- Size of company, working conditions, environment, company reputation.
- Salary range, employee benefits, cost of living, salary subsidies (for car, tuition, etc.).
- Geographical location, required travel.
- Advancement opportunities.
- Future possibilities - where could the job lead?

## Salary:

- Most recruiters cover salary information during the second interview.
- Wait for the interviewer to bring up the topic.
- If he/she does not discuss salary with you, do not inquire until an offer has been made.
- Have a general idea of salary level for positions you are considering prior to interviewing.
- When asked, present a range based on your research of the position, company and industry.
- [Learn more about Navigating Salary & Benefits.](#)

## Negotiating

**Before you begin a dialogue, evaluate carefully what you have to offer that would be worth the extra salary:**

- Excellent grades.
- Career related experience.
- Specialized coursework.
- Strong leadership indicators.
- Proven performance in a particular area.

**Evaluate the flexibility of the offer:** If the employer already indicated the salary levels are predefined and not flexible, it will probably not be fruitful to initiate a discussion.

## Go into the discussion with a win-win attitude:

- Always be objective.
- Throughout the negotiations, let the employer know you are interested.
- Listen to the employer's counter-offer.
  - ° If the counter-offer is acceptable, write an acceptance letter detailing the new employment specifications and thanking the employer for their support.
  - ° If you are still unhappy with the offer, you can reopen the negotiations.
- At some point, you will have to decide whether you will be happy with the offer as it stands.
  - ° If not, and you have tried to negotiate, you may need to write a letter declining the offer of employment.

## Deadlines for accepting or rejecting an offer:

- The range could be from one week to the end of the semester.
- Do not wait until the last minute to accept a job offer.
- Keep in mind: an employer can withdraw the offer any time prior to acceptance.

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## Responding to a Job Offer

**Only accept one job offer:** You should only accept an offer after you have cleared your decisions or negotiations on other offers. Once accepted, you should stop interviewing, cancel any further interviews, and notify other employers.

**Request a deadline:** If no deadline is given, express great interest, ask how soon they need a decision, and mention your time frame if you have one.

**Request more time:** It's all right to ask for more time, especially if you are given only a short amount of time to think about an offer.

- Specify the amount of time you would like.
- But remember, there's a risk involved - the employer may withdraw the job offer.

**Use an offer as leverage with other employers:**

- Write or call (depending on urgency) to say that another employer has made you an offer and before making a decision you would like to know your status.

**Accept an offer:**

- Write a letter confirming your acceptance, even if you have accepted verbally
- Confirm the starting date and time
- Confirm the salary
- Keep a copy of the letter for your files

**Decline an offer:**

- Reply as soon as possible in writing.
- Indicate why you are declining if you can do so tactfully and constructively.
- You may just say you have accepted a position with another organization. It is acceptable to mention the name of the organization.
- End with an appropriate statement to keep the door open for some possible future contact.

## Job Search Rejections

**Rejections are a real part of the job search process:**

- If you get very discouraged, the best thing to do is give yourself a day off; do something that will take your mind off of the search and help you to relax.
- On the following day, reevaluate your search, consider new strategies and continue.
- The key to a successful job search is persistence!

**There could be several reasons why you may be rejected:**

- ***There was not a good match between you and the job.***
  - ° If so, you probably would not have been happy in the position.
- ***Your background is not strong enough to start in the position.***
  - ° Meet with a career counselor to examine your interests & marketability.
- ***You simply did not interview well.***
  - ° [Learn more about Interviewing Skills.](#)