Job Offers

What to Consider When Considering

Before You Accept…
Offers of employment are very exciting and while your first reaction may be to accept the position, take a few days to consider the following before making a final decision.

- annual salary
- start date of employment
- job fit (Does this position meet your professional needs?)
- geographic location of job
- cost of living
- opportunities for advancement
- work environment
- professional development opportunities
- vacation
- work days and hours
- training
- probationary periods, if any

Accepting a Job Offer
Accept the company’s offer in writing reiterating important facts such as your salary, title, start date, work hours, etc. Keep a copy of this correspondence for your records.

You will also need to contact any other companies in which you have interviewed with and let them know you have accepted another offer. This action will keep you on good terms with the other employers should you wish to consider employment with them in the future.

Once you have accepted a job offer, it is unethical to continue interviewing. Also let Career Education and Vocational Reflection know your plans so we can keep a record of your success. We share this information with other areas of the college, alumni, parents, and donors, so it’s important to know how you’re doing.

Declining a Job Offer
The company that has extended you an offer ultimately wants you to be happy with your employment decision. If you feel that the job is not a good fit, notify the employer immediately and handle your correspondence with thoughtfulness and professionalism. You may want to work with this company in the future and because you handled this situation appropriately, you will not have severed any professional ties.

Decline a company’s offer the same way you would accept one – in writing. This correspondence should be simple and concise explaining only that you will not be accepting their offer of employment and that you appreciated the opportunity to interview. While you may feel a need to elaborate more, it’s not necessary.

Again, you may be interested in working for this company in the future, so maintaining a friendly, professional relationship is essential.

It’s the Case of “You Want This, But Got That”!
Bob has interviewed with two companies – ACME Widgets and Widgets R Us. He likes both of these companies and feels that he will fit in well with the existing staff. He does, however, feel as though he may have better growth potential with ACME. Today, Bob received a phone call from Widgets R Us offering him a full-time position with a very competitive salary and benefits package. What is Bob to do?

Bob should contact ACME Widgets immediately and let them know that another company has extended him an offer, that he is still very interested in working with ACME and would like
to know their status in the decision making process.

The company will probably need several days to respond to Bob’s request, so he will need to be mindful of ACME’s timeline. In the end, Bob’s patience and persistence just may pay off. Remember, you should only do this if you have a legitimate offer—don’t try to bluff the company you really want into giving you an offer.

**Multiple Offers**
You have received multiple offers and you like aspects of each company. Ask yourself the following questions as you weigh the pros and cons of each position:

1. Will I enjoy working with the people already employed there?
2. My initial impression of my supervisor was…?
3. Will I feel challenged in this position? Will my contributions be recognized?
4. Will my co-workers or supervisor provide me with the feedback needed to do my job properly?
5. Do I agree with the mission and direction of the company?
6. Will there be ample opportunity for professional growth?
7. Will this job help me build the skills I need to get to my dream job?
8. Is the salary and benefit package competitive and acceptable?
9. Do I really want to be in this line of work?
10. Do I like the work environment? (Consider your first impression.)
11. Can I afford to live in the area?
12. Is the commute to and from work acceptable?

**Salary and Estimated Cost of Living**
One very important decision you need to consider when weighing your job offer is determining whether or not the offered salary is going to be competitive with the cost of living for your geographic area. For example, $35,000 in Washington D.C. is much different than $35,000 in Farmville, VA.

To help you determine what your expected expenses will be, we strongly encourage you to consult a cost of living calculator. You might try salary.com or glassdoor.com.

**Negotiating Your Salary & Benefits Package**
Once an offer has been made, you may begin your salary negotiation. This is a very acceptable and expected practice that happens either verbally or in written format. As you negotiate, factor in your qualifications, education, related experience, specialized skills and training; do not negotiate your salary based on your wants and needs. This translates into your not saying to your potential employer, “I have really large student loans and need the money.”

Once all parties have reached an agreement, a final offer will be extended in writing by your employer.