

After the Offer

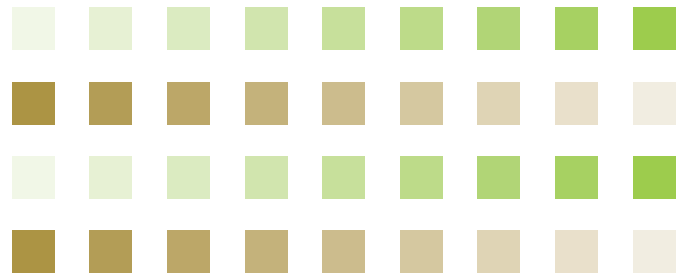
If You Have Multiple Job Offers...

- Give the interviewer a time-frame in which you will get back to them. Usually a couple of days to a week is appropriate.
- Reiterate your strong interest in the company and the position.
- Emphasize that you want to make sure this is the best fit for you and the company before making a final decision.
- If you have received an offer from Company B, but Company A is your first choice, you may politely contact Company A and tell them that they are your first choice and would like to know the time-frame in which they will make their decision.



Salary and Benefits

- Do not be the one to introduce this subject; wait until the employer does so. This will usually occur after being offered a position.
- Have a sense of salary ranges within your career and industry of interest.
- Research compensation for overtime.
- Research the possibility of signing bonuses.
- Research the company's ability to cover relocation fees (if applicable).
- Find out the specifics of your benefits package.



How to Decline an Offer

- Offer the company a valid reason why you are declining their offer. For example, "I feel that a more centralized work environment is a better fit for me at this time."
- Remain positive in your references to the company.
- Be short and to the point.
- **EXAMPLE:** "I have made a decision about your offer, and have decided to go with another offer because it is a better fit for me at this point in my career."

Sample Acceptance Letter

[Your Contact Information]

[Current Date]

[Employer's Contact Information]

Dear [Recruiter Name],

I am pleased to accept your offer to join [organization name] as a [position title]. I am looking forward to working with you and your staff.

As we discussed in our last meeting on January 16, 2008, I understand the annual salary will be [salary] and I will begin work on June 15, 2008 at 8:00am.

Again, I appreciate this opportunity to work with you and look forward to a rewarding association with [organization].

Sincerely,

[Your signature]

[Your full name]

More Job Evaluation Help

- ✓ Research occupational information in the Career Center Library
- ✓ "NACE: Salary Survey"
- ✓ "Occupational Outlook Handbook"
- ✓ "Occupational Outlook Quarterly: 50 Years of Occupational Outlook"
- ✓ www.salary.com