

# Offer Guidelines



Congratulations! Earning a job offer is the culmination of the time and effort you have invested in your academic career and career development. Chances are, if you applied with multiple companies you might have the unique opportunity to choose between several job offers.

Most job seekers apply and interview with many companies at a time. Unfortunately, company timelines or offer deadlines rarely line up perfectly. Therefore, it is important to go into your job search knowing how to manage the decision-making process that comes with a job offer or offers. Accepting an offer should be a well thought out decision considered from all angles. In some cases, the preparation you put into negotiating can enhance the offer itself!

## The 6 C's of Navigating Job Offers:

### Consult

Navigating offers can be a stressful and challenging process. Career Consultants can serve as excellent resources to you to help you navigate your specific situation before you are locked into the terms of an offer.

### Commit

Rescinding an offer (accepting and then declining) is a situation you want to do everything you can to avoid. Once you commit to an offer, you should feel good about the decision and move forward with that opportunity.

### Contemplate

How you handle the process of navigating offers affects your personal brand. Handling with courtesy, professionalism, and careful consideration will protect your reputation in the business world and any future opportunities you might have with that company. The recruiting world is small and recruiters from different companies communicate with each other regularly.

### Consider

- Don't accept an offer immediately.
  - » Thank the recruiter for the offer and demonstrate your enthusiasm. Let them know you would like time to review the offer and ask when they would like to have an answer.
- Ask when and how you will be receiving the details of the offer.
- Discuss the offer with a Career Consultant, mentor, or trusted professional.
- Make sure you understand the details of the compensation and benefits package.

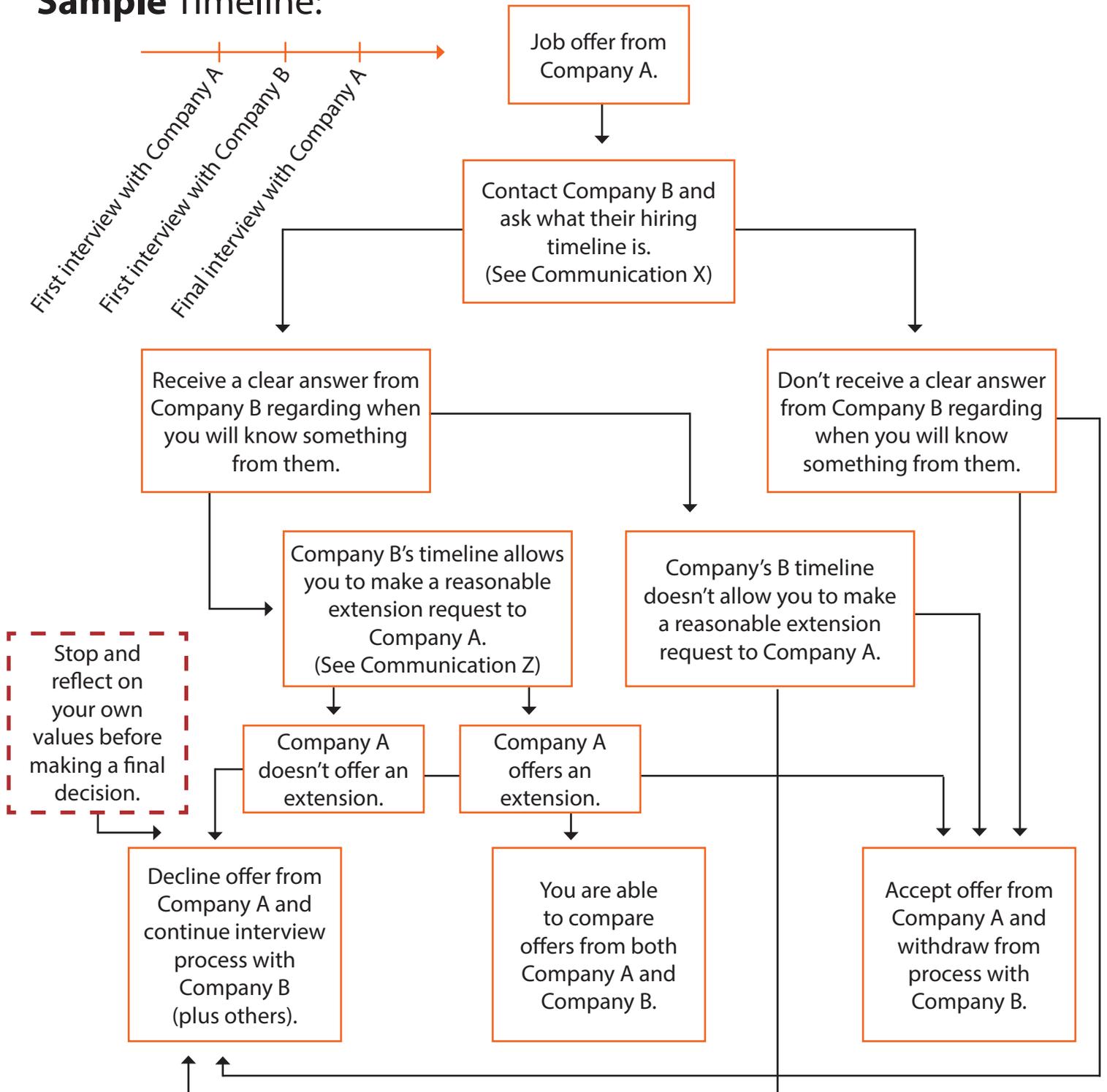
### Compare

- Be sure to compare the value of the entire offer (salary plus benefits package).
- Compare future opportunities for advancement in each company.
- Compare the culture of each company.
- Compare how each opportunity matches, or doesn't match, your job values.

# Communicate

Communicating effectively with the companies you are interviewing with is the key to a positive outcome. Regardless of the circumstances, appropriate and professional communication gives you the very best chance of navigating multiple offers and ending up with a job you are excited about, while ending the interviewing process with other companies on the best possible terms. Depending on the situation and how you've communicated with your contact in the past, both written (email) and verbal (phone call) communications might be appropriate.

## Sample Timeline:



Here are some sample communications related to the diagram above:

**General Acceptance Message:** \_\_\_\_\_

*Thank you for the XYZ position offer. I am excited to formally accept this position and very much look forward to becoming a part of the ABC Company team. Please let me know a time when I can touch base with you about next steps in the hiring process. Again, thank you for your time and consideration.*

**General Decline Message:** \_\_\_\_\_

*Thank you very much for the opportunity to interview for the XYZ position. ABC is an impressive company and I enjoyed learning more about this position and the many exciting things on the horizon for your organization. I want to let you know that I have made the difficult decision to accept another position that is more in line with my long-term career goals. Thank you again for your time and consideration.*

**Hiring Timeline Inquiry to Company B (X):** \_\_\_\_\_

*I hope you are doing well since we last spoke. I want to update you on my job search process. I've recently received an offer from another company. However, I am still very interested in Company B, and I am hoping you will be able to share what your hiring timeline looks like for the XYZ position. This will help inform my available timeline to make a decision. My deadline for that offer is November 1st, but based on your response, I intend to ask for an extension. Any insight you can share with me would be helpful. As I mentioned to you during my first interview, I feel that my experience, interests, and career goals are very much in line with your company. I look forward to hearing back from you.*

**Extension Request to Company A (Z):** \_\_\_\_\_

*Thank you again for the offer I received for the XYZ position. It is an incredible opportunity and I am excited about the opportunity to potentially join the Company A team. In order to be sure that I am making the right decision for both myself and Company A, I am requesting an extension for my offer deadline. This will allow me to continue considering this position, seek the advice of trusted mentors, and make a decision that I am completely confident in. If you are open to this extension, I would request a new deadline of November 15th. Thank you for your consideration. I look forward to hearing back from you.*

## What if You Have to Retract Your Acceptance?

Consider this. You are thrilled that you have accepted a position and begin making plans to join that company. You quit applying for other positions, sit out career fairs, and prepare to move to a new city. Shortly before your arrival to the company, you get a phone call. They found someone more qualified and have decided to go another direction. What now? This is the same predicament companies face when you change your plans. When you accept a job offer and they know they have their candidate, they stop recruiting for that position and let alternate candidates go.

But, what if life takes you in another direction? You have an unexpected circumstance? Your dream company comes through? What if you followed the suggestions to communicate with the companies that you were in the process of interviewing with before you accepted the offer to ensure you were making an informed decision?

The reality is, there are times that an opportunity comes out of thin air that is too good to be true just as there are times when life changes our path. These situations need to be handled with care and we would encourage you to visit with a Career Consultant to discuss your unique situation. Together we can create a plan for helping you navigate your situation as best possible.