

Managing Job Offers

RECEIVING OFFERS

After being offered a position, the responsibility falls on you to decide if you will proceed with the opportunity or not. Being offered a position does not mean that you must accept. Rather, determine the best decision for yourself by considering all aspects of the offer, the company, and the position. Does the position align with your career goals, values, and strengths? Would this position require you to compromise anything? If so, are these areas that you would be willing to compromise? Develop a Pro/Con list for accepting or declining the position, and review the offer in detail in order to make an informed decision.

When an employer extends an offer to you, first, thank them for the opportunity. Then, if needed, you may request additional time to make your decision. The employer could allow additional time for consideration, but be aware that the employer may deny this request. If granted more time, abide by the revised deadline set by the employer, or respond as soon as you make your decision.

During this time of consideration, reflect on the implications of this opportunity. Read through each of the factors below, as they may influence your decision:

- Envision yourself doing the job. Can you picture yourself in the daily routine as you have come to understand it?
- Keep in mind that there will be some duties with any job that you may not enjoy or that you did not anticipate. However, would your enjoyment of most of the daily responsibilities and expectations associated with this role outweigh the duties you are not as excited about?
- Does this position help prepare you for your field of interest?
- Would you be confident facing the challenges that come with this position?
- Is this going to be a healthy or manageable workplace environment for you?
- Are there opportunities for advancement throughout your career?
- Would it be necessary to relocate?

It is also essential to carefully review the details of the offer to ensure that you understand the rate of pay, hours per week, benefits, start date, contract, and location of work. Reach out to the employer with any questions you may have if anything is unclear. Consider creating a budget and compare it with your offer to ensure your needs would be met.

Additionally, it may be beneficial to conduct research on salaries for similar positions in your location. Based on your research, are you going to negotiate any aspects of the offer? Take into consideration your skills and level(s) of expertise, understanding that it is typically appropriate for those with less experience to start with lower salaries and then work their way up. See our negotiation handout for more information.

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MANAGING MULTIPLE OFFERS

You may have interviewed for several positions and then receive multiple offers at once. Although you may intend to evaluate your options, be sure to express your gratitude and excitement about the opportunity to work with that company upon receiving an offer and ask if you can take some time to review everything in order to make a decision. It can be challenging to weigh multiple options in a short time frame, but certainly take into consideration the various factors previously mentioned and write out the pros and the cons of each offer. Which one aligns best with your goals and needs? If you could negotiate, would you be more inclined to accept one position over the other? Once you have arrived at a decision, do not officially decline an offer before receiving an official, written offer from the company with whom you plan to proceed.

On the other hand, you may have received an offer from a company while waiting to hear back from another employer. There are multiple approaches to this scenario, so use discernment to determine how to proceed in your situation, and develop a carefully thought-out response that communicates your gratitude for the opportunity while making a request for more time. You could inform the offering employer that you have another prospective offer and that you would like to request additional time to make an informed decision. Or, you could reach out to the prospective employer informing them that you have received an offer from another company, but that you are hopeful for this opportunity. You could ask if they would be able to provide any insight on their decision. Be aware that in any situation, the employer could deny your request for additional time or for an early decision.