

What to do after you get a job offer



Congratulations on your job offer! Before you accept or start updating your social media, follow these tips for what to do next.

Don'ts

Immediately say yes on the phone or in an email. You need to review the offer before accepting it.

Sign a job offer without understanding it. Accepting an offer is a big commitment and should be carefully considered.

Miss an opportunity to negotiate. Consider the entire package, including salary, benefits, start date, paid time off, etc.

Take too long to make a decision. Employers will typically provide you with a deadline to accept or decline the offer.

Do's

Acknowledge the offer and thank the employer for the opportunity. Always request the offer in writing - this makes it official.

Review the job offer and be sure that you understand all parts of it. Ask for more details or clarification if you need it.

Schedule a phone call to review the offer and negotiate any changes with the employer. Be sure to prepare ahead of time, and know your bottom line.

Ask for more time if you need it, but be reasonable. You can request a one-week extension, but some employers may not be flexible.

Finally, it is time to accept or decline the offer:

ACCEPT

Confirm in writing and follow the employer's next steps. Alert any companies you were in the interview process with and stop your search.

DECLINE

Respond in writing to the employer. Be respectful and professional, which can leave the door open for future opportunities.



If you need help reviewing a job offer, schedule an appointment with a career coach at cpd.spelman.edu