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# NAVIGATING JOB OFFERS

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**career-advising.ndsu.edu**

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No appointment necessary. Drop in anytime during studio hours: Monday-Friday, 8 a.m. – 4 p.m. If an appointment is desired, email us.

**Services include:**

- Academic advising
- Career and major exploration
- Resume and cover letter review
- Interview preparation
- CAREERLINK:
  - Career Management System and Job/Internship board
- Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- On-campus interviews
- Graduate school preparation
- EPIC Journey: Online Career Training
- Career Closet

Career services are available to all undergraduate and graduate students, as well as, alumni up to five years post-graduation.

## THE OFFER

If you are given a verbal offer, request an email or letter with all of the details asking for the total compensation package. This may include: health insurance, life insurance, salary, bonuses, vacation/sick time, retirement benefits, relocation or moving costs, professional development, paid and company holidays, stock ownership, dental insurance, eye insurance, maternity leave, travel reimbursement, sabbatical, etc.

## PERSONAL PREFERENCES AND VALUES

These may be some other factors to consider outside of the compensation package.

- **Culture:** What is the work environment like? What feelings did being in the work environment evoke when you were with the hiring committee or at the company site? What is company or position dress code?
- **Location:** Is the geographic location what you prefer? Is the salary reflective of the cost of living in the region? How long is the commute?
- **Travel:** What travel is required? Does it fit with personal goals and lifestyle?
- **Career Path/Advancement:** How does the position fit your personal career goals? What will you learn in the position? What advancement opportunities are available? Are professional development or other trainings supported at the company?
- **Work Context:** Does the position require indoor or outdoor work? Will there be any remote working opportunities? Is overtime expected? How much of the day will be working over the phone or in email interactions? Do you prefer more team work versus individualistic roles?

## SALARY AND COMPENSATION PACKAGE NEGOTIATION

Keep in mind, many employers also conduct research to ensure their offer is competitive. Not all employers are open to negotiating with entry-level candidates.

If you choose to negotiate:

1. Do your research. Check out the below salary calculators to review comparable offers and salaries:
  - NACE Job Seekers Salary Calculator
  - Glassdoor.com
  - NDSU Career Outcomes Report
2. When approaching the employer, do so in a non-confrontational and professional manner. Discuss your concern with someone on the phone or in person. Email communication is not recommended, except as a follow-up or to confirm the conversation.

## HOW TO REQUEST AN EXTENSION

When you receive an offer, most employers will give you a timeline to accept or decline the offer. It is permissible to ask for an extension to this timeline if you needed. It is permissible to ask for an extension to this timeline if needed. However, keep in mind employers are not required to grant an extension so be prepared with an appropriate and professional response should they decline your request.

### *Example: Phone*

Hello/Good Afternoon (employer name). This is (your name) and I was recently offered (position title/information).

I am calling regarding the offer timeline which was previously established. I am very excited for the opportunity, thank you again for the offer. This is a very important decision for me, and, if possible, I would like to request an extension on the timeline.

This additional time would allow me to thoroughly evaluate the offer (and possibly share other reasons or justifications as you feel comfortable sharing with them).

### *Example: Email*

Dear (Name),

Thank you again for the offer of (position title) at (Company Name). I am excited about the position and appreciate the opportunity. I am following up on our phone conversation today where I requested an extension to (date). Thank you so much for being willing to accommodate my request and I will be sure to get my response to you as soon as I able.

Thank you for time.

Sincerely,

(Your name)

## ACCEPTING AN OFFER

Once you decide to accept an offer, contact the employer by making a personal call. You also should confirm in writing – email is acceptable for most employers. Communicate your excitement, and be sure to get a copy of the formal offer letter with any negotiated changes or updates in writing.

### *Example: Email*

Dear (Name),

Thank you for the offer of (position name), I would like to formally accept the position. I am looking forward to working at (company name). Per our conversation, I will start on (date) (and include any other confirmed details). Please reach me at (phone number or email address) to let me know the next steps of the hiring process.

Again, thank you for the opportunity.

Sincerely,

(Your Name)

## REJECTING AN OFFER

If you decide to decline an offer, communicate with the employer in a timely manner and in writing. Depending on the situation, you may also want to make a personal call prior to sending your email or letter.

### *Example:*

At this time, I have made the decision to accept another offer (or include other information about reasoning as you feel comfortable), so I must respectfully decline your offer.

## COMPARING OFFERS

Use this worksheet to compare job offers and assist you in your decision-making process.

<b>COMPANY</b>			
<b>POSITION TITLE</b>			
<b>LOCATION</b>			
<b>SALARY</b>			
<b>BENEFITS</b>			
Health Insurance			
Life Insurance			
Other Insurance			
Vacation			
Sick Leave			
Additional Benefits			
(Include out-of-pocket costs, etc.)			
<b>RETIREMENT PACKAGE</b>			
<b>LIST PERSONAL PREFERENCES AND VALUES TO CONSIDER BELOW IN PRIORITY ORDER</b>			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

## NOTES

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