

JOB OFFER GUIDELINES

What Should I Expect? Typically, you will receive a phone call or email followed by an official written offer. Offers usually include the job title, salary, start date, supervisor's name, and a deadline for responding. Keep in mind that you may get other compensation beyond salary in the form of benefits. See the benefits section below to learn more about benefits that you may be offered. If you need more details about the position to help you make a decision, do not hesitate to contact the employer. It is tempting to accept a job offer on the spot, but it is better to thank the employer for the offer, indicate that you are highly interested, and ask when they need your decision. Employers know you are interviewing with other organizations and appreciate your honesty and careful consideration.

Should I Accept Any Offer I Get? If you are offered a position that you feel you "should" accept because you fear you will not have other options, think carefully before you accept. Do not accept an offer before you are ready. Acceptance of an employment offer should be made in good faith and with the sincere intention to honor the commitment. Once you make a commitment to start a job, it would be viewed as unprofessional and unethical should you renege on your commitment.

How Do I Decline an Offer? Contact the employer formally by e-mail or letter and indicate your appreciation for the offer. State that you are declining. You can tell them why but you do not have to. Decline an offer as soon as you decide you are no longer interested or immediately after accepting another offer. Declining in a polite and timely fashion will help you avoid offending the organization.

How Do I Accept an Offer? Once you decide to accept the offer, verbally contact the employer and follow up with a letter. Be sure to include the position, start date, pay rate and any other negotiated items in the letter. Keep a copy of the letter for future reference. Notify and thank all those who acted as references for you and provided leads and advice for your job search. It is a thoughtful gesture that will be remembered and appreciated.

Benefits - You may also receive detailed information on other benefits such as insurance (life, medical, dental, vision), employee assistance, wellness programs, vacation and sick leave, observed holidays, etc. If you do not receive this information and these factors are important to you, ask the employer to send it to you prior to making your decision. You can also ask to speak to the benefits counselor for benefits information. Ask questions including: When do the benefits start? What is included? Are dependents covered?

Benefits may include:

Disability insurance, short-term

Relocation/moving expenses

Stock options

Retirement
Profit sharing
Educational assistance/tuition reimbursement
Training and development
Health and fitness programs
Bonus-signing or performance
Commission

Salary Negotiation Eighty-two percent of employers expect you to negotiate salary, therefore it is appropriate to do your salary research and develop a negotiation strategy. [Make an appointment](#) with Extended University's career counselor to discuss salary negotiation techniques.

Salary Research Websites

CareerOneStop All users will appreciate the easy-to-find and easy-to-understand wage and salary information found here. Try the “For Occupations” search to quickly find national-level wage data for hundreds of occupations, data which can then be focused on a specific state or metropolitan region. All of the wage data is provided by the Occupational Employment Statistics program of the U.S. Bureau of Labor Statistics (BLS). Occupational Employment Statistics (OES) This BLS program produces employment and wage estimates for more than 800 occupations. These are estimates of the number of people employed in certain occupations, and estimates of the wages paid to them. These estimates are available for the nation as a whole, for individual states, and for metropolitan areas. National occupational estimates for specific industries are also available.

Salary.com This site offers users free access to more than just salary data. Salary.com gives users information on total compensation. The Salary Wizard allows users to search for base, median, and top-level earnings in hundreds of jobs in many occupational areas; many of these projections are local as well as national.

NACE Salary Calculator Find salary information for more than 1,000 occupations in 560+ regions nationwide.