



HANDLING JOB OFFERS PROFESSIONALLY



- You should respond to a job offer in much the same way you would respond to any invitation—with **appreciation and sensitivity to the need for a prompt response**. *Always thank the employer profusely for the offer, whether or not you are enthusiastic* about the job being offered to you.
If you are unsure about your reply ...ask for a couple days (no more than 3 working days)...but still sound enthusiastic!! Don't make them wonder if they made the wrong decision offering it to you...
- Ask any questions you have about terms of employment: salary, hours, start date and so forth.
- After thanking the employer, you should tell him/her that you must consult with your co-op coordinator before accepting the offer. If you feel you need to buy additional time (because you are hoping to get another job offer), ask the employer if you can get back to him/her within three business days. Ultimately, however, you must respond to the employer within the guidelines that they set.
- Be sure to respond to the employer within the time specified. The employer risks losing his/her other applicants if left waiting too long.
- If no other job offers have materialized in the space of time specified, you must choose whether or not to accept the position. Once you have accepted the offer, you are committed to that position.
- **Notify other employers that you have interviewed with**, that you have accepted a position. Do not take further interviews once you have accepted a job.
- To decline an offer, contact the employer promptly and tell him/her that you greatly appreciate the offer, but that you have decided to accept another position. A follow-up thank you note is also a good idea. Your goal is to maintain as positive a relationship as possible with this employer through this process.
- Inform your co-op coordinator of your decision, if you have not done so previously.

DO NOT:

- Fail to return phone calls to any employers, either before or after accepting an offer.
- Tell the employer that you are waiting to hear back from other employers before accepting their job offer. (It is not necessary, advantageous, or polite to let the employer know that they are not your first choice.)
- Discuss your reasons for declining an employer's job offer in any detail. A simple, benign explanation is best: "Though it was hard to choose, I decided that another position might be a better fit for me at this point."

