

# Career

## Development Toolkit



### Your hard work has paid off!

A job offer is on the table. This can be exhilarating but remember to consider these things as you make your decision.

### Receiving a Job Offer

When an organization calls to offer you a position, remember that you have a big decision to make. There are a few things to keep in mind when the employer first calls you:

**Be enthusiastic!** The employer wants to feel like you are excited to work with them.

**Ask your questions.** Try to get answers to any questions you have. It is harder to decide about an offer while you still have questions.

**Request time to consider.** Employers usually expect applicants to need at least one day to consider an offer. Sometimes you can take more time than that. Make sure you clarify with the employer how soon they need a decision.

**Say Thank You!** Even if the offer does not excite you, always express appreciation.

### Benefits

Although it's not a great idea to ask about benefits during the interview process, when you have a job offer on the table, now is the time to ask! Here are some examples of typical benefits and what you'll need to consider.

**Salary:** What will you be paid? Will it be enough money for you to pay your bills?

**Health Care:** Does the organization offer health insurance? How soon after you start are you able to register for health insurance? What is the insurance company? Other common benefits to ask about include disability, life, dental and vision insurance.

**Leave:** What does the organization offer in terms of time off? Does the organization distinguish between sick time and vacation time? How soon are you able to start using time off? Which holidays are paid?

**Retirement:** What retirement plan options are available through the organization? Does the organization contribute to your retirement account?

**Relocation:** Does the organization offer compensation to relocate (if you must move for the position)?

**Other Benefits:** Does the employer offer college tuition or student loan reimbursement? Is there an Employee Assistance Program? Any incentives for performance or longevity?

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### Responding to Employer

When you are ready to accept a position, make sure you call the employer by the date set in your initial conversation. At this point, the employer might have some tasks for you to complete before you can begin such as paperwork, a background check, or a drug screening.

Remember that the employer still has the option to take back a career offer, so it is important to complete these items as quickly as possible. Communicate with the employer if you run into any challenges when completing them. You will also want to make sure the employer provides you with an offer letter that outlines your salary and benefits by the time you start the position.

If you are not planning to accept a position, you should still call the employer by the date set in your initial conversation. It is important to remain courteous in case you want to work with them in the future.

### Negotiating Offer

Unless the employer states that the rate of pay is fixed, employers often expect candidates to negotiate their salaries or other benefits. Be upfront with the employer; if salary or another benefit could help you make your decision, then let the employer know that and explain why.

Research salaries of similar positions. This can help you determine your value to the company. Use this information when you request a larger salary.

**When you accept the position, confirm the following:**



**Start Date**



**Dress Code**



**Schedule**



**Location**