

Job Offers

Stephen F. Austin State University | Center for Career and Professional Development

Congratulations! You've been offered a job! Whether it's one offer or more, your euphoria is sometimes quickly replaced by anxiety about the decisions that lie ahead. Careful evaluation of your job offer(s) and some serious thought as to how well the position and the organization meet your needs can enable you to make the best choice for yourself.

First, get the offer in writing.

Your options

- **Stall.** Express appreciation for the offer and ask for time to think about your decision. Agree on a reasonable time frame to get back to them with your decision.
- **Accept.** Prepare your [Letter of Acceptance](#) (and, if applicable, [Letter of Regret](#) or [Letter of Withdrawal](#)).
- **Reject.** Prepare your Letter of Regret.

Consider what is important to you

How well the employer's values match your own is key to making a good decision. Rank the following work values using this scale.

1. Very important

2. Important

3. Somewhat important

4. Not important

The Job		The Organization	
	Duties and responsibilities		Technologically innovative
	Match for values/interests/skills		High involvement in research and design
	Personalities of supervisors/colleagues		Management styles
	Variety of work assignments		Opportunities for growth and advancement
	Opportunity for individual achievement		Layoffs and restructuring
	Exposure to outstanding colleagues		Reputation and image of employer
	Opportunity to work independently		Financial stability and growth prospects
	Opportunity and frequency of travel		Salary, benefits and compensation
	Overtime		People in top-level positions
	Opportunity to apply education		Personnel policies and flex-time
	Social significance of job		Training and continuing education
	Working environment and conditions		Required relocations and transfers
	Pressure and pace of work; turnover		Public or private employer
	Intellectual stimulation		Well-established vs. fledgling company
The Industry		The Location	
	Growth history		Proximity of graduate schools
	Future need for goods and services		Opportunity for partner's career
	Dependence on the business cycle		Climate; environment
	Dependence on government policies and programs		Cost of living
	Long-term future potential		Community life
	Record of layoffs or downsizing		Distance from home

Once you have ranked the values, star the ones ranked 1 or 2. Now you have a picture of what is important to you in a job and can utilize this information when evaluating a job offer.

Evaluating job offers

When evaluating your job offer, there is one critical question you should keep in mind: How closely does the offer match your career goal? Additionally, three factors play an important role in job satisfaction: position, organization, and supervisor.

Review what you have learned about each of these factors and use the following questions to help evaluate the offer:

The Position	The Organization
Why is it available?	Is the organization growing or downsizing?
How long has it been open?	Is the organization a result of an acquisition or a planned expansion?
What happened to the previous employee?	Has this growth affected its performance? How will it affect you and your position?
What would your specific responsibilities be?	Who are its competitors?
Are position's goals realistic and attainable?	What is the tenure of its management?
Can you successfully perform the duties of the position?	Is the management team new hires or people promoted from within the organization?
What is your growth potential in this position?	Does the organization have a high retention rate, or do they have an attrition problem?
Can this position fit into your long- and short-term career goals?	Are the values of the organization compatible with your own?
Do the daily work activities appeal to you?	The Supervisor
Are your salary and benefit requirements met?	How long have they been in this position?
Is there opportunity for advancement?	To whom do they report?
Will you be developing new skills and expanding your experience?	What was their previous work experience?
Are job demands compatible with your lifestyle?	What is their growth potential?
	Do you think you can work well with them?
	Do you have a sense of their management style?

Negotiate

Are there issues you want to negotiate, which would bring the offer closer to your goal?

Areas you may be able to negotiate include signing bonus, moving expenses, or start date.

Weighing multiple offers

How do you choose which job is right for you? Start by developing an all-inclusive pro/con list for each offer. Consider all features of each: salary, benefits, corporate culture, commuting time, flexible work arrangements, tuition reimbursement, on-the-job learning opportunities, etc. You may also use the evaluation tool on the following page.

Then determine what is really important to you. Use the work values evaluation on the previous page to help determine your priorities.

After reaching a decision

When you have made a decision, write your [Letter of Acceptance](#) (and, if applicable, [Letter of Regret](#) or [Letter of Withdrawal](#)). After accepting an offer, you are ethically (and sometimes legally) obligated to take that job. Reneging on an offer you have accepted is unethical and unprofessional.

Choosing the best offer

Evaluating job offers is not a simple process. Many factors need to be considered in making your final decision. In order to gain a better picture of these factors and where they fit into each organization, answer "yes" or "no" to the questions below for each offer.

	Offer #1	Offer #2	Offer #3
Use of skills Will your skills, interests, course work, work experience be utilized to their greatest extent?			
Commute Is the trip to and from work within satisfactory limits?			
Training Is there sufficient job training to meet your needs?			
Advancement Is there an opportunity for upward mobility and advancement within the organization?			
Status Does the position carry the prestige you require?			
Job security Does the position carry long-term employment stability?			
Benefits Is the benefits package satisfactory?			
Salary Is the salary offered satisfactory?			
Hours Do the hours of work agree with you?			
Environment Does the physical environment appeal to you?			
Location Is the location conducive to your lifestyle?			
Dress code Are you comfortable with the dress standards?			
Co-workers Will you enjoy being with the people with whom you will be working?			
Work Are you motivated and satisfied by the position?			
Company Are you comfortable with the values of the company?			
Total number of positive responses:			