



HOW TO ACCEPT A JOB OFFER

IMPORTANT INFORMATION TO FIND OUT

- Before deciding whether to accept a job offer, make sure the following details are understood:
 - The salary, commission, or bonus program
 - Is the salary negotiable; if the answer is yes, then ask if it would be possible to be considered for \$_____ (around \$5,000 more than original offer)
 - The benefits and insurance coverage and what the cost is to employees
 - How often is the pay period – weekly, biweekly, monthly
 - Duties and responsibilities
 - The hours expected to work; is overtime required
 - Is there any travel involved
 - Is there a training period, where, and how long
 - Which company location is the job located
 - What are the advancement opportunities
 - Is there a probationary period
 - The dress code

OFFER EXTENDED AND ACCEPTED

- If an offer is extended to the applicant, ask the employer when to inform them of a decision
- If the applicant decides to accept the position, enthusiastically telephone the interviewer back with an upbeat attitude and positive tone of voice
- Once the position is accepted, find out the following:
 - What the starting date will be (and show up!!)
 - What office to report to when arriving on the first day
 - To whom to report when arriving on the first day
 - What time to report
 - What documents/identification are necessary to process paperwork
 - Will there be a formal orientation process

OFFER EXTENDED AND DECLINED

- If the applicant does not want the position, call and thank the interviewer for their time and consideration; then let them know that the position is being declined.