

AN OFFER IS A BIG DEAL

Woohoo! It's a great feeling when you receive a job offer! However, do consider that accepting an offer is a BIG commitment. Do not accept an offer until you are sure you are committed to moving forward with that position and company and agree to the specifics of the offer. When you accept an offer, you enter a mutually beneficial business relationship. This is a big decision and should not be taken lightly. There are many things to consider when evaluating a job offer. It's not always only about the paycheck.

Before accepting, it is advised that you:

- Take time to decide and agree on a reasonable "decision date" with the employer; discuss how to follow up (e.g., in-person, phone, email, letter).
- Ask questions! Don't accept an offer with lingering questions or uncertainties about the position.
- Request to meet again, see the office/environment or talk with potential colleagues if you feel you didn't get the best sense of the position or employer during the interview.

If you are still in the middle of pursuing other job prospects and opportunities, then you are not ready to accept an offer. Once you formally accept an offer from a company you must take yourself "off the market."

PROFESSIONAL CONDUCT

The way you conduct yourself during this process is a reflection on several others, including the Rawls College of Business, Texas Tech University, and your network. Most importantly, your conduct will reflect positively or negatively on YOU and may jeopardize your consideration for future employment. Always protect your reputation during the job search. In addition, thank and keep your references and others who have helped you in your job search updated on your status with interviews and offers.

RESPONDING & PROCESSING THE OFFER

First and foremost, thank the employer for the offer, no matter if you like it or not. Acknowledge that your goal is to accept an offer that is fair for both you and them. Remember to agree on a decision date with the employer and take time to evaluate the components of the offer. Think beyond the salary offer and look into further details such as benefits (e.g., insurance, retirement plan), professional development, career advancement opportunities, flexible work schedule, work environment/culture, and relocation assistance.

DECLINING AN OFFER

If you decide to turn down an offer, do so in a professional and respectful manner. Make the employer aware of your decision through a conversation either via phone or in person, if possible. If they mention that notifying them of your decision by email or letter is acceptable, then you may do so.

Thank them for the offer and experience of going through their selection process.

You are not obligated to explain the reason behind your decision, but if you do, be considerate; view this as an opportunity to provide the employer honest, tasteful feedback regarding your decision. Be careful with your word choices. Consult a member of the CMC for help with this type of communication.

DECIDING BETWEEN MULTIPLE OFFERS

Job searching is a process, and you may receive multiple offers around the same period of time. Take the time to think about if you're really ready to commit and consider declining an offer if you're not ready to decide within a reasonable amount of time for both you and the employer. If you feel unreasonably pressed by an employer to decide, you may find it necessary to decline the offer.

Consider the interests and ethical rights of the employer. They have committed to you by providing an offer. If you were to accept the offer and later withdraw, they would likely need to reopen the search process for the position you promised to fulfill. It is considered distasteful to go back on a professional commitment such as this. Also, remember that doing so risks your reputation with that employer, individuals on the hiring committee, your references, and the entire Rawls College of Business community.

Schedule an appointment with the CMC for professional advice regarding your offer, especially if you are having difficulty deciding or knowing how to best communicate with an employer. **Appointments can be made through Handshake.**

