

Getting a Job Offer

So, it has been a few days since your interview and your phone rings. It is “Sam”, the employer calling to offer you the job you prepared so hard to get. Now what?

- The first thing you want to do is to thank “Sam” for the offer, telling him how excited you are.
- The second thing you should do is ask him, “When to you need to hear from me?”
- Thirdly, you want to ask “Sam” when you should expect to receive a written copy of the offer.

The last thing you want to do is to give him an immediate answer and here’s why-

You really don’t want to make a major life decision on the spot. Yes, you are excited, however hold onto that for just a bit. You are not morally obligated to accept this job. Think through your options, including keeping your current job or pursuing another.

You want to carefully weigh the job offer against your own set of criteria. Will it meet your expectation as far as challenge or interest? Will it afford you to move up the ladder there? What are your personal values, and would this job agree with those? What are your short and long-term goals? Would this job match any of them or be on the path towards them?

What terms did you like or not like and would want to negotiate? Compensation is an obvious example, however starting date, job title, more benefits or incentives are just a few of others you may decide to approach “Sam” about.

It is also important to choose the right words when negotiating. An approach may be “I am excited about the job. I like what I would be doing, the people with whom I will be working and the club. I am hesitating to say “yes”, though, because of the compensation. I was expecting an offer in the ___ range. If you could increase the compensation towards that expectation, I would say “yes” right away.”

Remember, while it is fabulous to be extended a job offer, take the time to think through what all is involved before saying “yes, I’ll take it”.