Job Offer – Next Steps

Version 6

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Once you receive a job offer, thank the person and express enthusiasm for the position. Most employers will send an offer letter confirming your start date and salary, employment location, and details of your package.

Before committing yourself to any employment, make sure it is the right 'fit' for you. If you are unsure, you may wish to ask for 24 hours to make your decision.

Prior to accepting a job offer:

1. Review what is important to you about your job. Remember, you may be in the same environment for five days a week, eight or more hours per day-- it's important that you will feel that the working environment is right for you.
2. Research the financial stability and growth of the organization and the industry trends. Address any concerns with the contact person at the organization.
3. Review the daily duties and responsibilities of the position. If you have any concerns, clarify them with your potential supervisor.

Rejecting a job offer:

If you decide to reject any job offer or withdraw your application for employment, a formal letter or email should be sent to the hiring contact. This may also be done after a personal call to the contact at the company.

Here is a sample job offer rejection letter.

tags : got-the-job, job-offers