



# THE ULTIMATE GUIDE TO ACCEPTING A JOB OFFER



ON AVERAGE, THERE ARE **250**  
CANDIDATES FOR EVERY JOB POSTING.\*

source: [zety.com](http://zety.com)

**CONGRATULATIONS — YOU'VE BEEN OFFERED A JOB! BEFORE ACCEPTING THE JOB OFFER, THINK CAREFULLY ABOUT THE FOLLOWING ISSUES.**



## RECEIVING THE OFFER

- Say thank you and express your appreciation.
- Ask for the offer in writing, with details.
- Say you'd like time to review everything.
- Ask when they need your final decision.

## REVIEWING THE OFFER

- Compensation
- Paid Time Off (PTO)
- Health benefits
- Other benefits (401(k), life insurance, family leave, educational assistance)
- Job title
- Commuting
- Work hours (flex hours, work from home options)
- Confirm start date



## REVIEWING THE EMPLOYER

- Is the employer financially stable?
- Do you like the organizational culture?
- Do you like your immediate supervisor?
- Does your employer have a good reputation?

# NEGOTIATING THE OFFER



### DO NEGOTIATE IF:

- You have thoroughly reviewed the offer.
- You can make a strong case for a better offer.
- You feel you will be unhappy with the pay.
- The offer is inadequate for your needs.

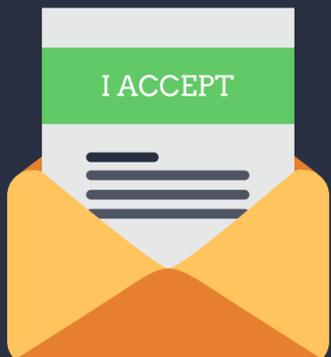


### DO NOT NEGOTIATE IF:

- You've already accepted it.
- The employer tells you it's the best offer.
- You believe the offer is fair.
- You really want the job.

## NEGOTIATING TACTICS AND TECHNIQUES:

- Present a specific counteroffer, supported with data.
- Ask for additional benefits or perks.
- Be prepared to walk away.
- Get it all in writing before accepting.



## ACCEPTING THE OFFER

- Accept the offer in writing.
- Ask the employer about the next steps.