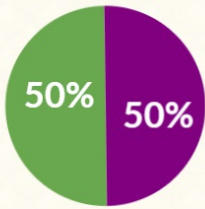




# Navigating JOB Offers

with professionalism



## Respond with equal parts INTEREST & APPRECIATION

In any discussion you have with an employer who offers you a position (verbal or in writing), your reply should begin with thankfulness and enthusiasm. The goal is to maintain a positive relationship with the employer even if you end up not accepting their offer, and establish a favorable tone for negotiation, if needed.



## Maintain an open line of communication

Follow up with other companies you are waiting to hear from with interviews or offers. POLITELY inform them of your offer deadline and ask for updates. If needed, you can contact the employer making the offer and ask for a REASONABLE extension.

## Accept and move forward

Once you decide on the right path for you, take action to wrap up details. Accept the offer and discontinue searches with other organizations.

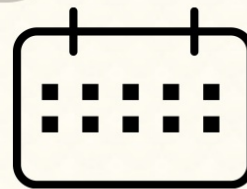
## Ask for ADVICE



Leslie is happy to assist you with drafts of email messages and scripts for phone calls related to job offers. Reach out anytime for help.

#1

#2



## Establish the deadline

Find out when you should reply with your decision, and whom you should contact with any questions.



#3

#4

## Evaluate offer's synchronization with your interests & values

Determine which offer you'll accept based on available information. Sometimes candidates must make difficult choices because the status of every application may not be known!



Location



Growth



Colleagues



Culture

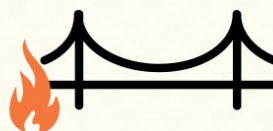


Salary

#5

#6

## Don't burn bridges!



Decline offers graciously and in a timely manner to demonstrate your professionalism. If declining intern offers, be sure to mention you will be interested in full-time positions soon. Ask for best strategies and timing for fall searches.

Congrats on your SUCCESS!

