
DECISION TIME

It is not considered professional to accept a job offer and later renege on that offer. Once you have said, “yes”, you have made a professional commitment. Failing to honor that commitment could start your career under a cloud that might follow you for a long time.

ACCEPTING AN OFFER

Call the employer to accept the offer and then follow-up with a confirmation email or letter. Make sure you include the position, start date, rate of pay, and any recently negotiated items in your confirmation letter. Maintain a copy of the letter for future reference. If you have applications out with other companies, let those employers know that you have received an offer and wish to have your name withdrawn from further consideration. It is unethical to continue interviewing once you have accepted an offer. It is a nice gesture to thank your references and they will most likely appreciate this and remember this if you need to contact them for a future job search. See an example of an “Acceptance Letter” on the following page.

DECLINING AN OFFER

To decline the offer, send the employer an official notice via email or letter. State that you are declining their offer, but appreciate their interest in you and opportunity to interview. You can mention why you are not accepting the offer, however this is not a requirement. Notify employers that you are declining their offer as soon as you accept another offer or are no longer interested in the opportunity. See an example of a “Declining An Offer” letter on the following page.

CAN I ASK FOR MORE TIME?

Yes, however be prepared with an explanation of why you need more time. Employers tend to give more time in the fall semester than spring when they are feeling more pressure to finalize their hiring. It is possible to receive an offer from your second and third choice before your first choice has extended an offer or had the opportunity to interview you. In this case, you may want to notify your first choice that you have received another offer, but that you prefer their opportunity. If your first choice company is truly interested in you, they will speed up their process if possible. If your first choice company is unable to speed up their process, or if the company who made the offer is unwilling to extend your deadline, you need to make a thoughtful decision about what to do. If you feel unsure, schedule an appointment with a career counselor.

HOW DO I ASK FOR MORE TIME?

Thank the employer and tell them you are excited about the opportunity to work at ABC Corporation, and then say something like:

- This is a major decision; therefore, I would like more time to consider this offer.”
- “I would like to have time to discuss this offer with my family.”
- “I have a previously scheduled interview, and it is important to me to honor this commitment. In order for me to make the best decision, I am requesting more time.