

Accepting or Declining an Offer

Accepting an offer

- When you want to accept an offer, you should call the hiring manager that extended the offer and verbally accept. Make sure you discuss the following things when accepting the offer:
- Start date, time and location of your first day of work
- Any documents you might have to bring with you which are needed when you fill out the hiring forms
- The dress code of the company



After confirming the offer over the phone, send a confirmation email to the hiring manager. Make sure to include the job title, start date and salary that you talked about over the phone

- Tie up any loose ends there may be after accepting an offer:
- Let other employers you interviewed with know that you accepted an offer
- Make sure to thank your references and tell them you accepted an offer, so they would want to be your reference again in the future
- Sign and date the formal offer letter and hand it in personally instead of just emailing it to the employer

Declining an offer

If you do not want to accept the offer, make sure to be professional about it. Call the hiring manager and thank them for the offer and their time.

Explain that after thinking it through you decided to decline the offer. It is not necessary to go into the details, as long as you are polite and humble in declining the offer.



Reneging

When you accepted an offer, you should immediately stop all other interview activities you might have planned. Once you accepted an offer, it is not acceptable to continue any other interviews you might have scheduled with other employers. Reneging is continuing to interview with other employers after accepting an offer. This is unethical and can negatively affect your professional reputation. It may also look negatively on your department and Fort Hays State University.