

What To Do When You Get an Offer?

Formalizing the offer

Ask for an offer letter to receive tangible confirmation of your verbal offer. Your offer letter should provide details on: position title, salary or hourly wage, start date, reporting supervisor and the deadline for responding or accepting the offer.

Tips when asking for an offer letter:

- Show your appreciation and interest in the position and politely ask for the letter
- Ask if the details of potential benefits provided with the position can be included in the offer letter
- Make sure not to reject another offer or quit your current job until you have received the offer letter

An example of asking for an offer letter: "Thank you for offering me the position! Before I consider accepting the offer, I would like to review the details of the written offer. Please include any benefits that I would receive in the offer letter. In what time frame would you like a response?"

Need time to decide?

- When you have received your offer letter, you should try to accept your offer within 24 hours. However, sometimes you need more time to think about the offer. Here are a few reasons how you can ask for more time:
- You would like to discuss the offer with an advisor, your family or another trusted source
- You have another interview coming up with another employer
- You have received another offer and you need time to decide which offer you like best

Make sure not to ask for more time using illegitimate reasons. An example is asking for more time because you are waiting for an offer from another company whom you have not scheduled an interview with yet! This shows that you are not committed to the company

Structure when responding to an offer letter

"Thank you very much! I am thrilled to be selected."

Ask for more time



- I would like a little more time to discuss this offer with ...
- I have other interviews already scheduled within the next week. I would like to complete them before accepting this offer.
- I have received another offer and need a little more time to evaluate both offers before accepting one of them.

Close by saying



"I am very excited to give you a formal response. I will get back to you as soon as possible. Please let me know if this is convenient for you and if you have any questions."