EVALUATING OFFERS

Evaluating Offers – Frequently Asked Questions

• At what point during the recruiting/interviewing process is it appropriate to address benefits?
  o Before you apply, look at the website.
  o Wait to discuss benefits until an offer is made.

• If an employer verbally offers me the job, what should be the next step?
  o Ask for specifics such as an offer letter. If you will not receive an official offer letter, ask if now is an appropriate time to discuss benefits.

• How should students decline an offer professionally? Is a phone call or email appropriate?
  o It is most important to remain professional throughout the process and keep amicable contact. Avoid sending an email. It is best to politely decline over the phone, then follow up with an email or letter.

• How should students decline an offer professionally? Is a phone call or email appropriate?
  o Simply ask your employer if there is room to negotiate. You will always do well for yourself by negotiating. In terms of salary, negotiate with a modest $5000 range that you know the market is paying in your field.

• How can I ask for more time to make a decision on an offer?
  o If you need more than 24 hours, explain your situation. Be sure to touch base with the employer in the meantime.

• How do I best compare benefits (medical, vacation, 401k, etc.)? What are specific clarification questions I should ask regarding benefits?
  o Ask when you first qualify for benefits. For some employers, it is on the first day, while others may require you to wait 90 days. Ask for documents explaining benefits including commissions, relocation, incentives, commuting, vacation, and signing bonus(es).

• How should I go about considering multiple job offers? Would it be appropriate to talk about other job offers I may have already received?
  o Explaining that you have other offers only makes you more competitive. Definitely let an employer know you’re considering multiple offers. They want the best candidate, and will often be more willing to negotiate.

Responses courtesy of Samantha Speers, Employment Consultant – BB&T