



Job/Internship Offers

NOTE: *Always* treat employers professionally, courteously and respectfully...the same way you would want to be treated. Also, it is a small world, and very possibly you will cross professional paths in the future.

· How much time should I have to accept an offer?

- * There is not an exact answer to this question. However, the underlying principle is that students should be given sufficient time to consider the offer fully. They should not feel coerced into making a premature decision. This should be negotiable, and both parties should be reasonable with each other.
- * Much depends on when the offer is made. For example, a college senior receiving an offer in September for a position that starts after May graduation deserves more than a week to decide. The National Association of Colleges and Employers writes:

If offers are extended early in the campus recruiting cycle, [it is recommended that] employers (1) provide students a minimum of three weeks to decide and not require decisions earlier than six months prior to the candidate's graduation; and (2) provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for comparison."

The same senior receiving an offer in late April may need to provide that answer within a week's time.

- * In conclusion, as a rule of thumb, Career Services recommends that you approach this dilemma as follows:
 - o Before you go into the interview, have an idea when you would feel comfortable giving a firm answer to the organization. After the interview, assess your feelings. What do you need to consider? What additional information do you still need (e.g., salary, benefits, cost of living (if relocating), and additional clarification of job duties)? Who will you want to talk it over with?
 - o Treat this as a dialogue with the organization's representative, not as an adversarial negotiation. Ask by when they absolutely need an answer. Most people and organizations will be reasonable

o **Bottom line: To ask for two weeks, even more, is not unreasonable.**

* Students struggling with this issue are encouraged to speak with one of Career Services' counselors.

- What if I need more time?

* Ask, and have a new, reasonable deadline in mind. The vast majority of employers will be reasonable about this. It is in their best interest to have you make the most well-considered decision possible.

- What do I do if I receive more than one offer?

* Compare all aspects of the competing offers. Do a comparative pros-and-cons list. You can use this chart to analyze the key factors entailed in making a decision:

Ratings: H=High, M=Medium, L=Low

Factor	Importance to You	Organization A	Organization B
Your interest in the work			
Level of challenge provided			
Salary			
Benefits			
Advancement opportunity			
Supervision/mentoring available			
Conversion with/conflict of job with your values			
Supervision/mentoring			
Location			
Relationship to my future			
The commute			

The work environment/people			
Other:			
Other:			
Other:			

- * If need be, ask the employers for additional information and more time. Explain that you are delighted to receive the offer and need more time to talk it over with your significant other(s).
- * Treat each organization courteously. Do not drag this process out any longer than it needs to be.

· What if the organization doesn't get back to me when they said they would?

- * If you are comfortable waiting a few more days, then wait. If you want to know what your status is, it is perfectly acceptable to contact them to inquire. Do so courteously. For example:

"When we last spoke you anticipated being able to get back to me on my candidacy by yesterday. May I please have an update on my status?"

- * There are numerous legitimate reasons why employers fail to notify you when by the time they promised. These include (1) absence of a key member of the decision-making team; (2) inability to connect with references you or other candidates supplied; (3) the need to reschedule a candidate whose interview followed yours; (4) other organizational business taking precedence; and (5) another candidate receiving the first offer and needing time to decide.

· What if I hear from one employer, but I'm waiting to hear from another I prefer?

- * First, contact the preferred employer and explain your situation. Let that employer know that you really want to work for them. Can they give you an idea of your standing? How likely is it you will receive an offer?
- * Next, contact the employer who made the offer and politely ask for an extension. Explain that you need more time to decide on their offer. Have a date in mind by which you would expect to be able to give your answer.

- * If the employer making the offer asks if you are interviewing elsewhere, you can say yes. That will not come as a surprise: it happens all the time. If asked with whom you are interviewing, you can politely decline to say, or you can share the organization's name. Either is an acceptable reply.
- * If the employer declines to offer an extension, or the extension is not suitable, let this employer know you will get back to him/her with an answer by the deadline originally agreed to.



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