MANAGING MULTIPLE JOB OFFERS

FACTORS TO CONSIDER

Consider the various factors that are important to you in each offer:

- Compensation, Benefits, and Perks
- Location
- Work Environment
- Typical Work Hours
- Job Satisfaction
- Corporate Culture

Determine how each offer rates against the factors above. Are you ready to make a decision? Do you need more information?

COMMUNICATING WITH EMPLOYERS

Employers value honesty and sincerity. Therefore, all your communication must reflect the following:

- When you receive an offer, graciously thank the employer and ask to receive the offer in writing. If you are comparing multiple offers you’ve received, make sure you are clear on offer deadlines and the terms of each offer.
  - DO NOT mislead employers and indicate immediate acceptance of the offer.
- If the offer is not from your first choice company, email the recruiter of the first choice company to explain your situation and ask for an update on your status. See Example 1 on page 2 of this document.
- Following up is important, but make sure you give employers enough time to respond back to your requests. Calling an employer is best if the discussion is sensitive or difficult to communicate over email. Tone can often be misconstrued over email.

NEGOTIATING OFFER DEADLINES

If you have an offer, but it is not your first choice, think about some of these questions:

- Do you have any interviews coming up? Are any of them your first choice company?
  - If an interview with a preferred or first choice employer is several weeks away, politely ask the company who has offered you a position for an extension on the offer deadline. See Example 2.
- When does your current offer expire?
  - Make sure you are aware of deadlines the employers have placed on you. Do not wait until the expiration date to start asking questions. BBA Career Services recommends that employers give students at least three weeks to make a decision, but due to business needs employers may require an earlier response deadline. If the employer wants an answer sooner, speak to a Career Coach for additional tips on negotiating deadlines.

DECLINING & ACCEPTING OFFERS

- No matter your decision to accept or reject an offer, you must be courteous and professional in all communication with employers.
- When accepting, convey how eager you are about the position and the company. Schedule some time on the phone to talk with the employer; be sure to get all your questions answered before you accept! See Example 3.
- When declining, tell the employer how grateful you are for the opportunity and the kindness you received throughout the recruiting process. Be sure to tell the employer that although you have decided to accept another position, you would like to stay in touch in the future; don’t burn bridges! See Example 4.
REQUESTING AN UPDATE FROM 1st CHOICE EMPLOYER—EXAMPLE 1

Dear Mr. Smith,

I hope you are doing well. I wanted to provide an update on my recruiting status and follow up regarding the summer internship with ABC Company.

As you know, I have been recruiting throughout this semester and I received an offer from another company yesterday. I have two weeks to respond with my decision, and I am curious as to where I stand with ABC Company. I am very interested in the opportunity at ABC Company and would greatly appreciate any information you can share about my status.

NEGOTIATING OFFER DEADLINES—EXAMPLE 2

Dear Mr. Smith,

I received the offer letter you sent, and I am grateful for the opportunity. This is a big decision for me, and I want to take some additional time to think it over and to discuss it with my parents. Would it be possible to extend my offer deadline to three weeks*? I believe that this would give me more time to make the most well-informed decision. Thank you for considering my request.

* Provide a date if possible, so they have something specific to respond to.

ACCEPTING A JOB OFFER—EXAMPLE 3

Dear Mr. Smith,

I am excited to accept your job offer for the summer internship program at ABC Company. I look forward to starting work on June 1st.

Thank you for taking the time to answer my questions regarding the offer last week. I understand the terms set forth in the offer letter and the options regarding internship housing. I look forward to being part of the ABC Company team this summer. If you need any other information from me prior to the start date, please let me know.

DECLINING A JOB OFFER—EXAMPLE 4

Dear Mr. Smith,

I want to thank you again for offering me the summer internship position at ABC Company. I really enjoyed meeting you and the other managers, and I’m grateful for the time you spent talking to me about the opportunity at ABC Company.

After careful consideration, I have decided to accept an offer from another firm. I greatly appreciate all the courtesy and hospitality extended to me by your office, and I plan to stay in touch in the future. Thank you.