



Tips on Accepting/Declining a Job Offer

Dear Students,

We notice that some of you are in the process of searching for your first job after graduation or busy in locating your first internship job. Have you ever encountered a situation where you have received more than one offer? Think about how you can make the best of it.

What should I do if I have received more than one job offer?

Take time to compare your job offers. Take some time but don't take too long to revert to the employer. Negotiate with your employer an agreeable timeline on which you will communicate your decision to them. If you receive undue time pressure from an employer regarding an offer decision, consult our Career Advisors on what should be done! With thorough and logical consideration, you can make up your mind and be quite sure that you have made the best decision you possibly could.

Feel free to read the following articles and learn what others have to say about evaluating, accepting or declining job offers:

1. http://www.cdm.uwaterloo.ca/step5_1.asp
(Source: Career Services of the University of Waterloo)
2. http://careerplanning.about.com/cs/joboffers/a/evaluate_offer.htm
(Source: About.com)
3. <http://www.career.vt.edu/JOBSEARC/Extension.htm>
(Source: Career Services @ Virginia Tech)
4. <http://www.rileyguide.com/offers.html#eval>
(Source: The Riley Guide)
5. http://www.salary.com/careers/layouthtmls/crel_display_nocat_Ser16_Par41.html
(Source: Salary.com)

I have two good job offers on the line. What is the best way to decline the one I do not want to accept?

First of all, don't hoard job offer! Decline an offer as soon as you can if you are not interested, so as to allow the employer to extend the offer to other qualified candidates on the offer list. When you inform the employer of your decision to decline the offer, do it tactfully and professionally. We suggest that you:

1. Call the employer first if you are going to decline a job offer. Avoid communicating your decision through email or voice mail!
2. This should be followed instantly by a professionally written letter to the employer direct. To do so, you are likely to keep up a good relationship with a company whose offer you are turning down. Remember that this employer may be a contact for you in the future.
3. Don't forget to express your appreciation of the offer with sincerity in your phone discussion and in your subsequent letter to the employer.

I have already accepted an offer. Now another job offer comes up and this sounds more lucrative to me. What should I do?

Remember that once you have accepted a job offer, you have to honor your commitment to the job and to the company who offers the job. Reneging on an accepted job offer is considered unethical and unprofessional. Flip-flopping will not only upset the employer to whom you have extended your commitment, but it may also undermine your credibility as a mature and responsible job-seeker. We strongly advise you to consider carefully and handle it tactfully. If necessary, consult our Career Advisors for further advice or assistance.

We wish you best of luck on your job hunting endeavors.

Career Center

(<http://career.ust.hk/>)

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