



BLU DIGITAL

ACCEPTING A JOB OFFER

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IS IT THE RIGHT OFFER?

The interview stage is over and now you have been offered the position - congratulations! However, before you decide to accept or decline the offer, there are still things to consider. You may have a few offers on the table which will make things tricky, but before deciding your next step, it's a good idea to take the following into consideration:

- **Think About The Offer** - Provide the hiring manager with a time frame and stick to it. Don't leave it for too long as they may feel you're no longer interested. Consult with family, friends or a consultant if needed.
- **Refer Back To Requirements** - Go back over the requirements of the role and ensure you are happy with the role as it is stated.
- **Get Everything In Writing** - Make sure you read through your offer details thoroughly and confirm everything via email.
- **Underline Your Excitement** - Be sure to show your excitement for the position to the hiring manager to further underline that they have made the right decision.

ACCEPTING AN OFFER VIA EMAIL

Job offers via email or phone is the most common way for employers to present and offer and for candidates to accept them. Even if you have accepted the job offer verbally, it's always polite to also to respond with acceptance to the job offer via email. An email to confirm your acceptance is usually brief, but should contain the following:

- An expression of your gratitude for the job offer and the opportunity
- A written formal acceptance of the job offer
- Confirmation of the terms and conditions (such as job title, salary, benefits, length of contract etc)
- Clarification on your starting date

This email is a good chance to show your employer that they made the right decision offering you the job.

When writing your job offer acceptance email or letter, make sure you use proper language (no slang), address the Hiring Manager directly, and use a spell check to ensure proper spelling and grammar.

EMAIL TEMPLATE



Although email is a more conversational method of communication, it is still important to structure your email in the correct way. Here is a template that can be used when drafting your acceptance email:

Subject line: *(Your Name) – Offer Acceptance*

Dear ***(Hiring Manager or Supervisor's Name)***,

*Please accept this email as my formal acceptance of the offered position as **(position)** with **(company)** I'd like to thank you for the opportunity, and I look forward to applying my skills to the position.*

*As the offer letter displays and as we previously discussed on the phone, I accept the starting salary of (offered salary) with the availability of benefits after. **(Ask for confirmation of benefits if unsure)***

*I look forward to beginning work and meeting the team on (start date). If you require any additional information from me before then, please let me know. You can reach me by phone at (your phone number) or by email at **(your email address)**.*

Thank you again for giving me the opportunity to demonstrate my value to the team.

*Sincerely,
(Your Name)*



QUESTIONS TO ASK BEFORE STARTING

Once you have accepted a job offer (or are on the verge of accepting) there may be some questions you'd like to ask your new employer. These could cover any concerns you may have or questions which you did not ask during the interview stage.

There will be a 3-month probation period to allow you to settle into your new role - before then, be sure to ask the following:

- Is the salary negotiable?
- How many days annual leave will I receive?
- Does annual leave carry over if it's not used?
- When do you need a decision by?
- Can you confirm the benefits included in the package?
- Are there opportunities for growth and professional development?
- Fixed or flexibility in working hours?
- What are the working hours?
- What do I need to bring on my first day?
- What will the first day consist of?

Ensure you are ready for your first day by gathering all the necessary information.



NOT THE RIGHT POSITION?

You've received an offer, however, it's not the role you're looking for or perhaps you've received a better offer. Either way, you'll need to turn down the offer graciously.

There are various ways in which you can turn down a job offer; over the phone or via email.

Step 1: Show Your Appreciation

Always show your appreciation for the job opportunity. Thank the hiring manager for the offer and for his or her time. They will have spent hours screening and interviewing other candidates as well as discussing your qualities to team members.

Step 2: Give a Good, Brief Reason

As you and the hiring manager would have spent much time on the interview process, it's the right and respectful thing to do to let the hiring manager know why you're declining the position. However, try not to go into much detail about why you're declining. A brief explanation should be enough.

Step 3: Stay in Touch

The job search world, especially in certain industries is small. Try to end on a good note. There could be future opportunities.

EMAIL TEMPLATE



There are different ways in which you may choose to go about declining a job opportunity. If you decide to do this by email, here is a structure you can go by when drafting your email:

*Subject line: Job offer – **[Your name]***

*Dear Mr./Ms. (**insert last name of hiring manager**),*

*Thank you very much for offering me the role of (**insert name of position**). However, I have decided that this is not the right fit for my career goals at this time.*

I sincerely enjoyed our dialog as well as discussions with your team, and I very much appreciate your taking time to share information about the role and vision of [insert company name].

Again, thank you for your time and consideration; best wishes in your continued success.

*Sincerely,
(Your name)*

If you wish to add that the reason you are declining the offer is because you have accepted an offer with another company, you could state the following:

Thank you very much for offering me the role of [insert name of position] with [insert company name]. Though it was a difficult decision, I have accepted a position with another company.