

## WHICH OFFERS SHOULD YOU ACCEPT? REJECT?

If you've been in a job search for any period of time, you are probably thinking this topic doesn't apply to you. You might be in a position where you would accept any and all offers. However, it is important to understand up front which offers could hurt vs. help you.

### WHAT SHOULD BE INCLUDED IN A JOB OFFER

Most job seekers feel once they have a job offer with a start day, they are thrilled and ready to accept the offer. It is important to realize there is so much more to a job offer than start date and salary.

A job offer should include:

- Salary
- Start Date
- Health Benefits
  - Major medical
  - HMO - are your current doctors included in the list of providers
  - PPO - are your current doctors included in the list of providers
  - Effective when
  - Cost of benefits
  - Family coverage paid? If not, cost?
  - Are the costs of benefits deducted pre or post tax
- Vacation days or paid time off (PTO)
- Paid sick days
- Dental, vision, life
- Retirement plan, pension plans, 401K
- Other benefits example: free parking, cell phone, laptop, etc.

### DETERMINE WHICH OFFERS TO DECLINE

Before you interview for a job, determine **up front** the amount of salary you need to earn in order to pay your bills and have some reserve. It is impossible to focus on a new job if you continue to be stressed out over finances.

It's important for you to realize that you will be paying taxes and possibly some of the costs for your benefits. You need to know your net salary vs. gross compensation in order to make an informed decision.

If the offer you received is much lower than you expected, you have to seriously consider rejecting the offer and keep interviewing. If your **gut reaction** to an offer is negative, you need to trust your instincts and keep interviewing. There should be no surprises when you finally receive a job offer. There should be excitement and relief that you have a job offer which will help get you financially solvent.

### DETERMINE WHICH OFFERS TO ACCEPT

Throughout the interview process, the job should be discussed in detail. You should be aware of the salary level and eventually have an understanding of benefits offered.

You should accept an offer that fits the following criteria:

1. The description of the duties and responsibilities has remained consistent
2. You understand the scope of the job and expectations
3. The credentials required match yours
4. You felt comfortable in the company culture
5. Your immediate supervisor is someone you liked
6. The research you did on the company increased your interest level
7. The salary is in the range of your lifestyle
8. Benefits offered are in line with what you need for yourself and possibly your family
9. There are no or very few red flags
10. You've received your offer in writing, including benefits

You will spend most of your waking hours at work. If you have been unemployed for longer than six months, you may decide to accept a job, but continue to interview in order to attain an appropriate offer.

Your decision must be based on the following:

- Duration of your unemployment
- Level of your experience and skills
- Financial situation
- Condition of job market in your profession

The type of offer you will or won't accept is always influenced by the four items listed above. You must make an informed decision based on your current financial and personal needs.