



# Respond to job offers

If you've made it to the stage of your job seeking journey where you've received an offer, congratulations! Now what? Your immediate step is to respond professionally and promptly, and with gratitude, regardless of whether you plan to accept or decline. While a short pause for consideration is totally acceptable, clearly communicating your decision timeline with the recruiter or hiring manager is essential. A considerate approach will help build trust and leave a positive impression.

## Plan your response

Once you've communicated your timeline, carefully consider the offer and do your research.

- **Thoroughly review the offer letter:** Examine all aspects of the offer, including salary, benefits (like health insurance, retirement plan, paid time off, etc.), work arrangements (such as in-person, hybrid, or remote), job title, responsibilities, start date, and any other perks or conditions to make sure they align with your expectations.
- **Research the market value for the role:** Assess the current market value for the role so that you're empowered during salary negotiations and can ultimately make a more informed decision about whether to accept the job:
- **Search for the typical salary range** for that specific job title in your area.
- **Investigate salary data on major job search websites** like [Indeed](#) and [Glassdoor](#), filtering by job title and location. Provide information like your years of experience, level of education, and specific skills required for the role, as these can influence salary ranges.
- **Explore government resources** like the U.S. Bureau of Labor Statistics's [Occupational Outlook Handbook](#) for information about pay and benefits for specific roles in your region, state, or city.
- **Research the salary ranges** for similar roles at comparable companies in your area.
- **Analyze the benefits** and perks offered by the company in addition to the base salary, as these can contribute to the overall compensation value.
- **Ask clarifying questions:** If any part of the offer is unclear, don't hesitate to ask for clarity or additional information. Frame your questions politely and professionally—every interaction