

Accept a Job Offer

All of your efforts and preparation will result in a job offer, at some point, to get your career moving in the right direction. Your offer will likely be made to you by either phone or email – make sure you receive written confirmation to ensure your offer is valid. You will want to be sure to consider a number of factors before accepting an offer. Below are some of those considerations to keep in mind.

- **Do not immediately accept** or turn down an offer, unless you are absolutely certain that this is the perfect job and employer for you. Get as many details about the offer (e.g. salary, vacation/leave, medical and retirement benefits) as you can, either verbally or in writing, so that you can fully consider what you should do.
- Schedule an appointment with the BPA Internship and Career Development Coordinator or a career counselor at CECE to **review the offer** and to receive guidance on your options for moving forward. If you choose to try to negotiate the offered salary, you will want collect data on the average starting salary for people in the same or similar role in that city. A career counselor can advise you on how to proceed with collecting those data.
- Do not make any assumptions about any details in the offer. If you are unsure about the meaning or details surrounding an aspect of the offer, ask the employer for **clarification**. You want to be clearly aware of what you are signing up for when you decide to accept.
- **Never discuss your offer on social media**. As much as you might want to share your good news with your friends or network, you will want to avoid any appearance of unprofessionalism that could potentially arise online. If you want to reach out to someone about your job offer, be sure to do that offline.
- Inform the BPA Internship and Career Development Coordinator that you accepted a job offer.
- **Celebrate** that you are taking the next steps toward advancing your career and your professional development!