

The Art of Handling Job Offers

Faced with multiple job or internship offers?

Here are some pointers on professionalism and etiquette for handling your offers.



ACCEPTING AN OFFER

Always accept a job offer in formal writing. Before you do, read through the employment contract and job acceptance letter. Check key details such as the job role and responsibilities, salary and benefits, work hours, start date and notice period.

You have to honour your word when it comes to accepting a job offer. Going back on your word will be considered renegeing on a job offer.



REJECTING AN OFFER

Be careful not to burn any bridges with your professional contacts. Let the hiring manager know as soon as you have made up your mind and offer to keep in touch.

When you are declining the offer in writing, do express your appreciation while stating clearly that you cannot accept the offer. You may include a polite reason for turning down the offer.

MANAGING MULTIPLE OFFERS

You can ask for more time to consider your offers so that you do not rush into making a decision. Weigh your considerations carefully.

Do not give any acceptance in speech and writing too early and then go back on your word.

Think through and do not hesitate to clarify any outstanding concerns with the employer, be it about career progression or work environment.



NEGOTIATING THE PACKAGE

Find out what is the market rate for fresh graduates entering particular industries and job roles. You can refer to the Graduate Employment Survey, conducted across major local universities each year, and pay scale reports from public and private sources.

However, be sure to consider your salary and benefits package as a whole.



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