



COLORADO COLLEGE  
**Career Center**



# ACCEPTING AN OFFER

Remember that the Career Center can help with strategies for evaluating and negotiating an offer, so make an appointment if you need assistance!

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Before accepting a job offer it is important to consider your living expenses. Budget planning can be helpful as you evaluate your offer. You will want to research the cost of living in the area you are considering moving to. Some budget items can include:

- Housing (Rent or Mortgage)
- Cellphone & Internet
- Utilities (Water, Sewer, Garbage, Electricity, Heat)
- Transportation (Gas, Parking, or Bus/Subway Pass)
- Insurance (Car, Health, Vision, Dental)
- Moving Costs & Furniture
- Food, Cleaning Supplies, Personal Care
- Debt (Student Loans, Credit Cards, Car Payment)
- Subscriptions (Netflix, Hulu, Spotify, etc)
- Entertainment & Fun
- Savings (Emergency Fund, Retirement, Future Goals)

## **Salary Basics:**

A salary is the pre-tax dollar amount you will be paid for your work. Taxes (federal & state), Social Security, insurance (health, dental, vision), and retirement will be taken out of your paycheck - *keep in mind that your paycheck will be reduced due to taxes and deductions taken out.*

*Exempt Employees* = no overtime pay and you work until the work is completed

*Non-Exempt Employees* = hourly, base plus commission or commission only

If the position is exempt it is important to find out how many hours someone in that position usually works. If you are working 80 hours a week instead of 40, another offer may provide you with a better work life balance.

## **Evaluating a Job Offer:**

You do not need to immediately accept a job offer. Most companies will give you a few days to think about it and make a decision. However, as you move through the interview process it's important to reflect every step of the way because this will aid you in making a final decision when you are required to do so.

*Considerations before accepting an offer -*

- Stability of organization
- Opportunity for promotion
- Professional development
- How does the offer fit with your goals
- Benefits (health care, retirement, etc)
- Time Off (Vacation, sick, holidays)
- Bonuses or relocation assistance

**Best Practice: Don't accept an offer if you are planning to accept a different job if a better one comes around. You want to keep up a good reputation.**

## **Negotiating a Job Offer:**

Some components of the job offer you can negotiate include: salary, sign on bonus, relocation assistance, benefits & when they start, professional development opportunities, and specific days off such as a preplanned vacation.

Remember to be respectful as you are negotiate. You should research the salary of previous employees who held the position and salaries for the same position at other companies within the area.

- Provide evidence for why you deserve a better offer
- Discuss your previous experience and your unique set of skills you will be able to bring to the position

## **Accepting your Offer:**

If you have questions about benefits you should reach out to the Human Resources office for the company.

You might accept a job verbally or through email but you should always receive a written confirmation of the job title, responsibilities, salary and start date before you sign a contract or formal agreement.

Your offer may be contingent upon a background check.

Once you've accepted the job offer you should stop pursuing other opportunities. If you've submitted other applications you should let those jobs know you have accepted an offer so they can close your application.