

# NAVIGATING MULTIPLE JOB OFFERS



Congratulations! You've got the best problem for any job seeker to have—multiple offers. Navigating the offer process can be as stressful as the job search itself. Which is the right job? How do I make the right decision? Relax! Here are some tips to manage the process.



## 1 How to ask for more time to review the offer

Don't feel you have to accept—or decline—right away. Express appreciation and ask about a deadline. If you need more time, reiterate your interest and ask for additional time in specific terms. Suggest an alternative deadline. Do not be vague—“I'll let you know,” or “I'll get back to you,” can indicate a lack of enthusiasm for the offer.

## 2 How to deal with multiple job offers

Make sure you have comparable information for all offers, such as salary, benefits, retirement funding, and perks like tuition reimbursement or remote work time.

## 3 Don't miss an opportunity to negotiate

Differences in salary or the appeal of a role can make the decision seem like an easy one. But bear in mind these differences may also represent an opportunity to negotiate for a better salary or benefits package—especially if the position you really want is being offered at a lower salary or with less-appealing benefits.

It's perfectly natural to negotiate when a job is offered, and if done professionally, you have nothing to lose. Be prepared for a no, and think ahead of time about other kinds of incentives—such as vacation days, paid time off or workplace flexibility—that might make a lower salary a good trade off.

*While the actual salary negotiation often doesn't happen until an offer has been made, it is in your interest to ask about the range during the interview process.*

# Making a decision

## *Know your worth*

The first step to successful negotiation is to know your worth! You might have a number in mind because of another offer—or you might have done your market research on how these roles are compensated in your region.



I'm very interested in this role because it matches my interest in \_\_\_\_\_, but I have recently been offered a different position with a starting salary of \$XX/year. I'm wondering if there is any way to get closer to this number.

I understand if the offer is firm but I wanted to have all the information before I made my decision.

## *Find a balance*

Choose your words carefully and be sure to make your interest in the role clear. Find a balance between assertiveness and flexibility.

## 4 Accepting a job offer

Be enthusiastic and appreciative, but be clear on all details of the offer before accepting.

Put your acceptance in writing. Create a brief job offer acceptance letter or email that includes:

- Appreciation for the opportunity
- Statement of acceptance of the offer
- Details of the offer as you understand it—salary, benefits, job title, start date, etc.
- Request the full offer in writing if not forthcoming
- Express enthusiasm for the position

## 5 Declining a job offer

- It's a good idea to decline a formal offer with a written reply, either a business letter or email.
- Be straightforward and brief, but gracious. Express sincere appreciation for the offer and the offering company. Thank them for their time, interest and consideration.
- If the position is not a fit but you like the company, consider mentioning the type of position or responsibilities you would be interested in.
- If you do not like the company, simply say the position is not a fit.
- If the position does not pay enough, reaffirm your enthusiasm for the job in saying you are declining due to salary level.