

Questions to Understand the Offer:

- What is the time frame for filling this position?
- How have past market trends affected the company's growth and progress?
- What decreases in productivity and employee layoffs has the company experienced within the past three years?
- What production and employee cutbacks do you anticipate in the future, and how will they affect this position?
- When did the company last reorganize, and how did the reorganization affect this position?
- When do you project the next re-organization of this company, and how do you believe it will affect this position?
- Will compensation time or pay be given for weekend responsibilities and overtime?
- Are performance and salary reviews based on standard raises for all employees or determined by individual performance?
- How often are performance and salary reviews conducted?
- How does the company recognize, evaluate, and reward outstanding employees?
- What standards will the company use to evaluate my contributions, productivity and effectiveness?
- Based on my maximum productivity, how long do you foresee me fulfilling this position, and what are the possible titles and responsibilities I might assume when my position changes?
- Does the company have an official policy on internal promotions?
- What potential career paths within this company might someone entering this position pursue?
- What is the complete compensation package for an employee at my level?

Making a Final Decision:

- When an employer extends a final compensation package offer, it is best to not accept the final offer immediately.
- The appropriate action is to express your excitement at the prospect of becoming a part of the company and to ask for a few days to give the offer your final considerations.
- During that time, seek the opinion of mentors, advisors, and/or a Career Consultant to compare their advice with your own instincts and observations.
- You can make list of pros and cons to help you make your decision.
- Upon making the final decision, contact the organization and verbally accept or reject the position.
- If you accept the position, write an official letter of acceptance. Detail the specific position, salary and benefits you are accepting and promptly forward it to the employer.
- Even if you decide to reject the offer, send a letter of appreciation. It is important to maintain communication and position relationships with all employers and organizations, even the ones you do not accept. Remember, you may want to work there in the future.