Handling Job Offers - Guidance for students

Handling the offer initially

- If you are made an offer verbally, either on the day of or the day after the interview, you do not have to accept this immediately or unconditionally. If you are definitely interested in the position, then you can accept verbally but make sure you receive the offer in writing and check the details of this before formally accepting. If you are not sure, then express your thanks and interest in the offer but, ask for further details of the offer in writing so that you can make a fully informed decision.

- When you receive the written offer / contract, make sure you read it thoroughly and you are happy with the content. If there is anything you are unhappy or uncertain about, then contact the employer for clarification or seek advice from the Career Development Service or other sources of support.

- If you are happy with the offer, then write / email back to accept formally. *In doing this you are committing yourself to that position*, at this stage you cannot go back on this acceptance at a later date.

- If you are not sure that you wish to accept the offer, don’t just ignore it! Get back in touch with the employer within 48 hours of receiving the offer to let them know you are considering it. At this stage you need to clarify how long the employer is prepared to wait for you to make a final decision. You should also be prepared for the employer to ask you what your reservations are. If this is done via e-mail, we suggest coming to see us at this point. As an impartial third party we can help you think through your decision.

- If this is done verbally, you can talk these through with an employer too. Particularly, if these relate to a change to the role that you been offered, its location, or something about the terms and conditions that you don’t understand. However, this is more complex if this is due to the fact that you are waiting for a better offer (see ‘Handling multiple offers’). To avoid this situation and a difficult conversation, we would suggest coming to see us when you get to the final stage of an assessment selection process. If you do this, we can help you decide your next steps if you find yourself in this situation.

If you would like to talk through your options at this stage, please contact the Career Development Service.

- Once you have agreed a time frame with the employer you need to make a decision within this time frame and communicate this to the employer. Again if you want to talk through your decision with a member of the Career Development Service, contact details can be found at the end of this document.

- It is not acceptable to attempt to ‘play employers off’ against each other to negotiate a better offer. Some level of negotiation is fine, if based on realistic expectations and an open and honest discussion about your situation.

- It is not admissible to accept multiple offers. Lots of employers meet and have regular discussions in the area of Graduate Recruitment. It has been known for employers to withdraw offers if they feel a student is not behaving in a professional manner.

- **Turning down any offer comes with significant risk.** The Career Development Service advises students to seriously consider any offer of employment that they are made. Though you may have a number of outstanding applications, it is possible that an offer may be the only offer you receive so please think carefully about turning down an offer.
Handling multiple offers:

- What are your priorities? What are you looking for from employment / placement in terms of the type of company, the role, opportunities, culture, pay and conditions, location, career prospects and so on? If you are considering more than one option, try to be as objective as possible in weighing them up against each other based on what is important to you.
- Make sure you consider the whole package rather than just focusing on one element, such as pay. Think about the wider benefits package, any costs involved in travel or cost of living in different parts of the country. It is possible that the company that offers less money initially offers much better career prospects in the long term.

Accepting offers:

- At this stage can you please inform the Career Development Service or School employability staff that you have accepted the role.
- Once you have accepted an offer, you should remove yourself from ALL other application processes with immediate effect.

To understand fully your legal rights in the area of job offers please find more details here

Students representing the University of Leicester:

Please remember, when dealing with employers you are operating in a professional environment. Please keep employers and the University informed and use the support available to you.

Any student that does not operate according to the Accepting Offers regulations above will be the subject of discussion with the Director of Student Experience to explain and justify the actions that they have taken.

You can contact your Career Development Service by visiting the office at the Students Union, Percy Gee Building. Alternatively please call 0116 252 2004 or email us careershelp@le.ac.uk