

## Post Interview Follow-Up

A thank you note restating your interest in the position and the organization should be sent within 24 hours of each interview, to each person with whom you spoke. Make each note somewhat different and try to reference something you discussed in the interview. Take no further action until at least one week beyond the date when they said they would contact you. At that time a phone call to see if a decision has been made is appropriate.

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### THANK YOU NOTE EXAMPLE

Dear Mr./Ms. Alum,

It was a pleasure to meet with you about the Marketing Representative position at ABC Organization. I especially appreciated talking with you about...

If given the opportunity, I am confident I can make valuable contributions to your organization. Thank you for the time you took to interview me. I look forward to hearing from you about this position.

Sincerely,

Jane Smith  
Jsmith9@nd.edu | 574-123-4567

## Job Offer Evaluation

After receiving an offer, you may ask yourself: Should I take it? How do I decide between multiple offers? How do I accept or decline the offer?

### SHOULD I ACCEPT ANY OFFER?

Think very carefully about the offer and don't accept until you are ready, as an acceptance must be made in good faith with an intention to honor the acceptance. Some questions to ask yourself include:

- Are the organization's values and culture in sync with mine? Did I engage well with the people I met?
- Is the work challenging? Do they provide me with quality professional development opportunities? Will it take me on my desired professional path in a reasonable time frame?

- Even if it isn't the exact position I was hoping for, will I gain skills that will positively influence my career/professional development?
- Does the compensation package (salary, benefits, vacation, health and retirement plans) meet my needs?
- Is it in a geographic location that interests me?
- How do I feel about the required level of travel?

## ACCEPTING AN OFFER

When accepting a job offer, you should do so in writing by restating your interest and the key components of your job offer. However, any acceptance (even verbal) must only be given with the full intention of honoring that acceptance.

The Meruelo Family Center for Career Development's Ethical Job & Internship Search Student Policy requires that you also notify all other organizations to whom you have applied that you have accepted an offer and wish to withdraw your name from your name from further consideration.

You may also consider notifying and thanking all those who have helped you in your job search, including those who served as references, provided you leads, and gave advice.

### ACCEPTING AN OFFER

Dear Mr./Mrs. Representative:

Thank you for offering me a position with (name of organization) in your (location or division). I appreciate the efforts that everyone in your organization have made on my behalf.

After giving your offer serious consideration, I am confident that joining your firm will offer the challenges and rewards I seek. I enthusiastically accept your offer of employment at an annual salary of \$\_\_\_\_\_, and a start date of (date). Becoming a (position title) with (name of organization) will provide me the opportunity to make a genuine contribution and to develop professionally.

On (date) I plan to be in the area to look for suitable housing. Would you please send me any pertinent information you have available?

I want to express my appreciation again for the many courtesies you and others in your organization have extended to me. I am looking forward to beginning a rewarding career with (name of organization).

Sincerely,  
(Written signature)  
(Type your name here)



## WITHDRAWING/DECLINING AN OFFER

While a phone call is the most appropriate method of communication to withdraw from a search process, an email or letter when withdrawing from the interview process or declining an offer is important to assure good relations with the organization.

- Withdraw from the interview process/decline an offer as soon as you know you are no longer interested, or immediately after accepting an offer from another organization
- Withdrawing/declining tactfully in a timely manner will not offend the organization
- Be positive—let them know it was a difficult decision, express your appreciation, and thank them for the opportunity

## RETHINKING ACCEPTING A POSITION



Once you accept a position, the employer expects that you will follow through. While students who renege on offers will be held accountable with serious consequences, consider how your professional reputation affected if you renege.

## EXPLODING OFFERS

Exploding offers are those with short deadlines. The Meruelo Family Center for Career Development's Employer Job Offer Policy outlines the timing required for employers to provide students to make decisions. If you are faced with an exploding offer, please contact our office; we can help negotiate the date if the employer recruited on campus through the Center for Career Development.

## DECLINING AN OFFER

Dear Mr./Mrs. Representative:

Thank you for offering me a position as a (position title) with (name of organization). I appreciate the efforts that everyone in your organization have made on my behalf.

Deciding where to begin my career has been a difficult decision. Although your offer was very attractive, I have elected to decline the invitation to join (name of organization), and accept another position.

Again, thank you for your kindness and consideration. I wish you success in your recruitment efforts.

Sincerely,  
(written signature)  
(Your name typed here)

## REQUESTING MORE TIME

When faced with a decision to accept an offer that you feel you can't make in the time allotted, you can consider requesting more time from the employer. You may need a phone conversation with the employer about your request to extend the offer deadline, but it's wise to provide a "heads-up" to the employer regarding the nature of your request before the call. Make sure to express your enthusiasm and gratefulness for the offer. Odds are extremely low that the recruiter will rescind the offer just for asking - and if they do, it's probably best to steer clear of the company anyway. Do not wait until the last minute to ask for an extension - a week or more before the deadline is preferred.

