

Accepting, negotiating, declining and resigning

Accepting, negotiating, declining and resigning are situations you will encounter during your career path and it is not something one does on a daily basis. This is why we will advise you on how to handle when you are in one of these situations.

Accepting a job offer

When you are the “chosen one” for the job and you are offered a job offer, you don’t want to say “yes” immediately and take the job. When you receive a job offer, remember to thank the hiring manager for the offer and his or her time.

You want to take the time to evaluate if the job offer is the right position and offers the right compensation package for you.

If the job offer is a letdown and the offer is not what you were looking for, you may want to consider making a counter offer. After you have made the right decision for you, it is time to notify the company of your decision.

Evaluation of a job offer

If you want to take time to consider a job offer, always ask politely if you are allowed to take time to consider the job offer. Always express gratitude and your interest in the role and ask if there is a deadline for your decision.

It’s ok to take time to reconsider, but just remember if it takes too long the company might rescind your offer.

When considering a job offer, take in account the entire compensation package; the hours, travelling, salary, the daily processes, company culture. You also have to evaluate if your personal circumstances are ideal for the job.

Negotiating a job offer

If you really want the job, but feel that the offer you received is not what you expected consider negotiating.

What is negotiable?

Job title, Start date, Salary, Vacation, Reporting relationships, decision-making, stock option, budget management, terms of contractual relationship, laptop and other accessories such as mobile phone, travel expenses, working hours, bonus, relocation expenses etc.

Note to negotiate in a friendly and polite way and also note that an employer can withdraw a job offer.

Here are some tips to help you to negotiate your job offer

- Explain why you deserve what you’re requesting.
- Do not only consider the salary, but the whole package.
- Negotiate multiple issues individually, not serially.
- Time is valuable.

- Keep quiet and always wait for an answer.
- Be rational and don't let your emotions take control.
- Be confident.
- Negotiate with the right parties.

Declining a job offer

If the job is not a good fit or you do not feel the role is something for you, it is time to decline a job offer. When declining a job offer you can state in your email or phone conversation that the organization impressed you, but you do not feel that the role could be a right match for you. This is a polite way of letting a company know that you are not interested. There are always other ways of declining a job offer but just remember to always be straight to the point and polite.

Here are some tips you can use to turn down a job offer

- Show your appreciation and let them know why it is not a right match for you.
- Always give a brief and suitable reason for example; the position seems like a great opportunity, I decided to go with another role that is more beneficial to me to pursue my interests in "marketing" for example.
- Stay in touch, the "job world" is small, especially in certain sectors.

Resigning from your current job

Resigning should always be done in a positive manner. It is always best to leave a company on a professional manner than to cause a scene and let the employer remember you as a "bad" one. It is always better to resign and keep the doors open for future opportunities.

Before you resign you have to be sure to have a job offer and starting date in hand. You do not want to resign from your current job if you do not have other job options available.

If you are resigning your job, without a new job available, make sure you have yourself financially covered; you might want to rethink your decision until you have found a new job.

If you are in a situation that you are on bad terms with the company you work for, do not make bad decisions that you'll regret later. It is always better to act professionally and stay positive.

Once you are ready to resign you can start setting up your resignation letter. You have to notify your boss and the same goes for Human Resources. Your resignation letter should be polite, positive and straight to the point.

