Handling Multiple Job Offers

Receiving multiple offers is the dream of many, until it comes time to make a final decision. It is important to make the decision that most closely suits your personal needs, interests, and career goals.

**STEP 1: HAVE A WRITTEN OFFER**
- An offer is considered an offer only if it is in writing.
- If you've been given a verbal offer, request one in writing as well.

**STEP 2: MANAGE THE TIMELINE**
- You do NOT have to say yes immediately.
- Ask for time to consider the offer.
- Ask to expedite other active interview processes.

**STEP 3: COMPARE THE OFFERS**
- Review all aspects of the offer - salary, benefits, perks.
- Think about the big picture and how that position will fit your long-term goals.
- Identify any "risk factors" or adjustments that come with the job including relocation, in-person/remote work, office culture, etc.

**STEP 4: NEGOTIATE**
- Begin negotiation as soon as possible.
- If you're interested in both companies go with the best offer.

**STEP 5: RESPONDING TO THE OFFER**
- Use language that clearly states that you are accepting the company's offer.
- Clarify what you've understood about the offer including salary, benefits, start date, and job title.

**TIPS:**
- If you have questions, ask them before accepting the offer.
- Show excitement with preferred company by stating your interest, but wait or speed up the process to make sure you're considering all factors.

**ADDITIONAL RESOURCES**
Accepting or Declining Offers