

# CONSIDERING A JOB OFFER

CLEMSON UNIVERSITY MICHELIN<sup>®</sup> CAREER CENTER

## Things to Consider Before Accepting a Job Offer

Ideally, the job you accept will be with a company you believe in and has a culture that fits your personality. The job duties might not be exactly what you were looking for, but weigh the possibility of future growth and advancement. Candidates will often take a job with hopes of moving into new and more challenging position.

Specific items you may want to consider before accepting a position are:

**Salary** – As mentioned above, not everything is about the salary. The opportunity for growth, training and just getting your foot in the door are all important factors to consider.

**Location** - The location of your job is important. Along with the location, consider the cost of living in the area and the commute to work.

**Benefits** – Does the employer offer matching employee contribution with 401K?

**Insurance** - Will you be able to qualify for insurance immediately upon being hired or do you need to wait 30 days? If you need to wait, you will need to look into a temporary health and life insurance policy.

**Vacation and Sick Leave** - Some companies will negotiate with new hires for more vacation or sick days, and, in general, there can be more flexibility here than with other elements of the employee benefits package.

**Flexibility** – Companies often offer options other than the traditional 9 to 5 workday. Be sure you know what the employer expects from you.

**Relocation Expenses** – Check if your prospective employer offers a relocation package.

**Travel** – Know how much travel is expected in your new job. It is also important to consider if you will use your own car, a rental car or if a company car will be provided.

**Additional Education/Certifications** – Many companies have professional and educational development programs. Find out if your company offers this and if you qualify.

**After Accepting the Position** – MAKE SURE YOU GET THE OFFER IN WRITING!

**Insurance and Health Benefits** – You will be given a great deal of paperwork to consider and fill out. Be sure to submit all forms by the required dates. You may want to consult with someone who works with finances.

**Mobile Phone** - Will you be given a mobile phone for business only, business and personal use?

Some Helpful Resources:

<http://salary.com/>

<http://money.usnews.com/money/careers/articles/2013/07/09/6-crucial-benefits-to-negotiate-besides-salary>

<http://www.bankrate.com/finance/financial-literacy/how-to-negotiate-a-compensation-package-1.aspx>

<http://career-advice.monster.com/salary-benefits/negotiation-tips/top-10-tips-for-salary-negotiations/article.aspx>

<http://nerdwallet.com/cost-of-living-calculator>