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Accepting or Declining a Job Offer

The process of accepting or declining a job is a very important part of the job search process. Whether you are declining or accepting an offer, it is imperative that you approach the process with professionalism and respect for the employer. Not handling this appropriately may result in negative consequences for your career.

Accepting an Offer

Do:

- Carefully consider the offer. When an employer calls to offer you a job, by no means do you have to accept or decline the offer during that conversation. Employers are generally willing to negotiate when they need to hear your decision and a start date.
- Contact the employer within the agreed timeframe and let him/her know that you will accept the offer. A phone call is appropriate when accepting an offer.
- Respond in a timely manner to the instructions that an employer gives you to move forward with the acceptance process (sign an offer letter or other process).
- Let other employers with whom you have been interviewing know you have accepted an offer so that he/she can contact other students who are seeking employment with their organization.

Don't:

- Do not accept an offer unless you are prepared to commit!
- Do not continue to interview for other jobs if you have accepted an offer - this is **unethical**. If the employer who hired you finds out you are continuing to interview, you risk losing that job and not ever being able to work at that organization in the future.

Declining an Offer

Do:

- Let the employer know your decision to not accept the job. Not responding to an offer is unprofessional and you never know when you might cross paths with this employer again. Depart the process on positive terms and you will keep the door open for employment with the organization in the future.
- Call the employer directly to decline the offer and follow up with a formal letter.
- Thank the employer for their offer. Express how much you appreciated the opportunity to meet with him/her and learn about their organization. Let them know that at this point in time, the position is not the exact fit with your career objectives that you were seeking. Wish them and their organization great success.

Don't:

- Do not say or write anything negative about the employer when declining an offer.
- Do not stall. If you have decided to decline the offer, let the employer know right away so they can continue with their search process.

Feel free to contact the Lockheed Martin Career Development Center to discuss your concerns to prevent any actions that might hurt your reputation during this stage of the job search process.