RECEIVING AN OFFER
Thank the employer and ask for the offer information in writing. Ask, “how much time do I have to decide?” Watch out for inadvertent verbal acceptance. See “Offer Response Ideas”: Lear Career Center Community in D2L

Accept the offer if you know it is the one for you; you don’t need to wait until the deadline: OFFER AGREEMENTS

Enter the offer information in the DESTINATION SURVEY

If you need help processing (or negotiating) the offer, Lear Career Management has professional career coaches that can help you decipher these challenging decisions and conversations. Do not hesitate to reach out for help HANDSHAKE APPOINTMENTS

ACCEPTING AN OFFER
“What if an employer promised you a job and then 3 months later changed their mind because they found a better candidate?”

STOP interviewing and STOP attending career fairs or other career events. You have made a commitment and the employer expects you to honor it.

DO keep in touch with the organization and DO contact other employers to withdraw from their interview process.

Enter the offer information in the DESTINATION SURVEY

DECLINING AN OFFER
Pay attention to the decision deadline – decline the offer right away if you know you are not going to accept it; don’t wait for the deadline.

Thank the employer for their consideration but decline the offer professionally and respectfully – you may be able to leverage this into another summer internship or full-time employment at a later date.

DO NOT go radio silent with the employer – you must let them know you are declining. Don’t assume “no communication” to an employer is a “no thanks, I’m not interested.”

Don’t burn bridges early in your career; business professionals are well-connected by industry, function, and geography.

MANAGING MULTIPLE OFFERS
If you have already accepted an offer from one company, there should be no other offers to consider or “manage” – see ACCEPT AN OFFER above!

If you have 2 or more offers that you have not accepted, ask for more time from companies and reach out to the other employers letting them know you have other offer(s). Reach out to Lear Career Management if you need help navigating these conversations. HANDSHAKE

Employers like transparency – Having to turn down another employer because you “had to” accept an earlier offer, doesn’t close doors. You may have another opportunity for an internship or full-time employment after graduation with the company you declined.

DO NOT ACCEPT MULTIPLE OFFERS. This is unprofessional and unethical. There are consequences when you do this including Lear Career Management sanctions and professional ramifications. RENEG POLICY