

Yale-NUS CIPE Guide to Deciding on Offers

Before the Offer: Rank the Organisations

Before you start interviewing, you should develop a ranked list of organisations you are targeting. Continue to edit your list as you go through the interview process. This will help you make a clearer decision about which offer to accept--and which to decline in the hope of getting an opportunity you like better.

Getting the Offer: Prepare to Handle Properly

Be prepared with what you are going to say if you get a call with an offer. You need to be careful that you do not unintentionally communicate that you are accepting an offer before thinking it through. A verbal acceptance over the phone is considered an acceptance, regardless of whether you have signed anything.

What should you say when you get an offer?

- Thank the recruiter for the offer and express appreciation for the time that the organisation put into the recruiting process. It's fine to be excited about the offer, but be careful that you do not imply that you will be accepting the offer.
- Tell the recruiter, "I'd like to think about the offer. What are the next steps? Will I be getting something in writing? When would you like a response?"

Some recruiters may put pressure on you to accept the offer. Take time to carefully consider the offer before making commitments.

Factors to Consider as You Rank Offers

What is most important to you? It is important to be honest. If you need more information, prepare a list of questions and set up a time to talk with your contact(s). Talk over your decision with trusted advisors, including the CIPE Career Services team.

- Will you be doing the kind of work you enjoy and do well?
- What is the organisation's mission? Are the organisation's values compatible with your own values?
- How is the organisation growing, and how can your role evolve?
- Can you see yourself working with the people you met during the recruiting process? Does the work environment match your own work style?
- Can you live with the time and lifestyle demands of the job?
- Is the compensation what you were looking for? (Compensation is less of a consideration for an internship decision.)
- [Internship] Does the internship have the potential of a full-time offer? If not, will it add value to your full-time job search?
- [Full-time] Will you be able to leverage this position, if you choose to, to transition to another organisation in a few years?

After the Offer: Frequently Asked Questions

How long do I have to decide?

The decision deadline is between you and the employer, but most employers offer anywhere between 3 business days to 3 weeks for students to give a formal response.

How do I ask for more time?

Reach out directly to the person who gave you the offer and let him/her know that you would like more time to decide. Be specific, and indicate how much time you would like to have to make an informed decision.

I got an offer from Organisation B but I prefer Organisation A, and I don't know when I'll hear from them. What should I do?

- First contact Organisation A (your preferred organisation). In a diplomatic way, let Organisation A know that you have an offer with a deadline, but that you want to work for them. Respectfully inquire about the possibility of accelerating your candidacy.
- If Organisation A is unable to accelerate their process, contact Organisation B and ask if it is possible to extend the deadline for your decision.

Negotiating the Offer

Negotiating offers are much more common in the western world than in Singapore. If you choose to negotiate, please remember to do so with tactfulness and respect, with the understanding that salaries for fresh grads may be fixed in some organisations. Negotiating offers for internship are highly discouraged, as internships are about getting experience and where feasible, getting a return offer.

Research & Respect: Guidelines for Negotiation

- When you first receive an offer, express gratitude but do not give your decision right away.
- If you decide to negotiate, negotiate with your top choice employer. It is expected that if an employer meets your terms during negotiations, you will accept offer.
- Do not negotiate over email. Let the person who gave you the offer know that you are very interested in the offer, and ask if he/she has time to discuss details over the phone.
- Before going into the negotiation, do your research and weigh all of the considerations. Salary is important, but it is not everything. Other points you may consider negotiating include: signing bonus, annual bonus, start date, location, annual leave, medical benefits, etc. Weigh the importance of each and select the top two you would like to negotiate.
- When doing research on salary, refer to resources like Glassdoor.com and cost of living calculators.
- Negotiate on basis of value you will bring to the firm, and have specific examples to justify your claims.

Accepting or Declining an Offer

<i>Accepting an Offer</i>	<i>Declining an Offer</i>
<p>The job offer can initially be accepted by phone or email. If accepting by phone, follow-up with an email. Share your excitement about the position and include any agreed upon items in the communication.</p> <ul style="list-style-type: none"> ● After accepting an offer, withdraw your applications with any other organisations. ● Write thank you notes to everyone who helped you obtain the position. ● A Warning about Reneging: Accepting an offer, verbally or in writing, and subsequently withdrawing to accept another offer damages your reputation and Yale-NUS's reputation. It also negatively impacts the relationship that Yale-NUS has with the organisation. Please keep your word once you accept an offer. 	<p>Contact any organisations that have extended you an offer and let them know that you will not be joining their organisation. It is best to do this over the phone, but if email has been your primary mode of communication, it can be appropriate too.</p> <ul style="list-style-type: none"> ● Contact the individual who gave you the offer first. After that, let other interested parties at the organisation know as well. ● Thank them for the time they've invested into the recruitment process. Provide specific reason(s) why the position is not a suitable fit at the time, and express interest in staying in touch for future opportunities. (I.e: "I would love to keep in touch in consideration of other opportunities in the future.") ● The world is small and your path might cross with people you have met. It is in your best interest to keep your communications timely and professional.

As important as your decision it is, remember it is just the next step on a lifelong journey, likely filled with a number of twists and turns. Congratulations on your decision!