

Withdrawing, accepting and declining offers.

You've applied for many positions and now you get the call to come and interview. This presentation is going to talk about the appropriate ways to withdraw your application should you decide you do not want to interview for a position you applied for, how to accept an offer and how to decline an offer.

When you applied for the position and have realized that you don't want to pursue it and they ask you for an interview, it isn't appropriate to just not call them back. You need to contact them and officially withdraw your application. Why this is important is because it is the courteous thing to do so that the recruiter can focus his or her energy on other applicants.

When you receive an offer for the position you applied for and after interviewing you realize that this is a position you would love to have there's an appropriate way to accept an offer. First acknowledge the offer. Thank the recruiter for the offer and confirm by what date you plan to give them an answer. It is acceptable to ask for time to consider an offer, but be courteous and do not take too much time because this recruiter wants to get the position filled quickly in most cases. An appropriate time frame is one to two weeks. They can decline the time frame but most will give it to you because they want you to be sure you want the position too and don't want someone to accept a position and then leave shortly thereafter. Make sure you are sure when accepting offers.

Sometimes we realize after interviewing and after time to think that a position we thought we wanted isn't the best fit for us. Or maybe we actually do receive a better offer. It is important to decline the offer appropriately. When declining offers first call the recruiter. Don't send them an email or just leave them a message. In this conversation you want to thank them for their time and this offer. Acknowledge their time and energy they invested in this process with you. Be positive, humble and appreciative when declining the offer. Do not voice any negativity about the organization or the offer. As soon as you know you're going to decline be prompt, courteous, diplomatic and concise and in some instances it is appropriate to follow up after the phone call and send them the decline in writing.

Here is an example of a letter or an email to decline an offer.

Dear Ms. Doe,
Thank you very much for offering me the {insert name of position and company}. After careful consideration I regret that I must decline your offer. Although you were most encouraging in outlining future advancement possibilities with ABC Company, I have accepted another opportunity that is more in line with my skills and career goals.

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process and I only wish that circumstances allowed me to accept your offer.

Best wishes for your continued success.

Sincerely,
{your name}

Always remember that you never know who you will be in contact with in the future. So always withdraw, accept and decline offers appropriately. You always want to leave the door open for future possibilities.

If you would like more information please contact Career Services and Internships to set up an appointment with your assigned career coordinator. Thank you and best of luck with your future!