

Top 10 Tips to Accepting and Starting a New Job

1. Before accepting consider the overall package: Consider what they are offering and if you are not happy with certain aspects you may be able to negotiate. This includes:-

- Salary, overtime, bonus, profit share
- Pension contributory/non-contributory; how much is it worth?
- Life assurance
- Hours of work
- Holiday entitlement and Sick Pay arrangements
- Location - look at total time and money spent in getting to and from work
- Company car what are the terms of the scheme?
- Career progression and development
- Relocation if you have to move with the new job, what is the package?

2. Discuss the offer with your family: How does it affect them? How do they feel about it? Are they willing and able to support you?

3. Will the job be satisfying? How do you feel about the organisation and the people you have met so far? Don't fall into the trap of accepting the job because it is there, in the belief you can find something more suitable later on. Once you are in a full-time job you will find it very difficult to continue your search.


4. Always wait for written confirmation: Accept verbal offers only in principal. Withhold your final acceptance until you have received and decided you are happy with the offer letter and don't hand in your notice.

5. Decide quickly: You should have already done the analysis of why you want the job. Many companies don't reject other candidates until after the successful candidate has accepted.

6. Write a letter accepting or rejecting the offer: Very often you may be asked to sign some form of contract. Keep copies of all letters and contracts. Remember to confirm the start date. If rejecting an offer, be polite and give reasons for your decision. You never know when you may meet up with those individuals again. If the job is not quite right for you, they may even offer you a different job or call on you in the future.

7. Contact your referees: Contact them to advise them that they may be contacted by telephone, email or letter and ask them to respond to the request as soon as possible

8. Provide all the information requested as a matter of priority: You may be asked to provide copies of your passport, qualifications and a utility bill.

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9. Don't stop looking until you have the job offer confirmed and a start date: If accepting, inform all companies with whom you still have outstanding applications that you have accepted an offer of employment elsewhere.

10. Starting a New Job: The first few days and weeks can set the pattern for the future. You only get one chance to make a first impression. It is the time to learn. Concentrate on getting to know your new colleagues, organisation, people, products, policies and structures.