

Evaluate Job Offers and Understand Ethics

EVALUATING OFFERS:

1. **It's Not Just About the Money; Also Consider the:**

- reputation of the organization
- possibilities for promotion
- employee satisfaction
- quality of training provided

2. **Type of Work**

- Is it a good match with your skills and interests? Is it challenging and satisfying?
- As you evaluate the offer, know what your responsibilities will be.

3. **Training and Continuing Education**

- Life-long learning is essential for long-term career success.
- Will continuing education/training such as company courses, professional seminars, and tuition reimbursement be offered to keep you current in your field?

4. **Salary**

- Research average salaries for comparable positions, factoring in the geographic location, cost of living differences, and your experience/skill sets.

5. **Benefits**

- Know what the benefits package includes for health insurance, retirement plan, paid vacation and sick leave, income supplements (bonuses/profit sharing), and relocation assistance.

6. **Company Culture**

- Values that underlie the work environment should match your own work values so that you do not feel a conflict of interest.
- Use Myplan assessment to explore your work values (ask the ACPC office for the activation code).

7. **Supervisor and Colleagues**

- Choose a job where you feel comfortable and compatible with the people at work.

8. **Opportunity for Growth**

- Will this position serve as a springboard?
- Will it offer greater challenges over time, additional responsibilities, and a variety of activities?

UNDERSTANDING THE ETHICS OF JOB OFFERS:

1. Remember That You're Representing Penn State Behrend

- Our brand matters to you, and to employers who recruit our students.
- You may receive several offers during your job search.
- You don't have to accept the first job offer. Until you have accepted one job, you can continue to interview and consider all of your job offers.
- But once you have accepted a job offer, verbally or in writing, you are bound by ethical standards and values.
- Your brand (professional reputation) matters to you, too. Build a solid reputation within your field. (Remember that recruiters change companies too and people within an industry often talk to each other.)

2. Once You Accept a Job, You Should Withdraw from The Recruiting Process

- You make a commitment when you accept an offer. The employer stops interviewing and holds the position for you.
- Accepting an offer as a precautionary measure, hoping to find something better, is misleading to the employer and limits opportunities for students who are genuinely interested.
- You do not want to leave a negative impression in the minds of the people at that company.
- Cancel all pending interviews and let all employers who are actively considering you know that you are no longer available.
- If you face extreme circumstances that force you to renege on an acceptance (e.g., critically ill parent, marriage), notify your employer immediately and withdraw the acceptance. If you have accepted a signing bonus, you should return it.

3. Employers Are Also Bound by Ethical Standards

- They should provide accurate information about their organization, positions, career advancement opportunities, benefits, and information on your status in the hiring process and any hiring decisions.
- Employers are expected to provide candidates with a reasonable amount of time to make a decision about an offer, as well as a reasonable decision-making process.