# 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

1. **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.

1. **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?

1. **Salary**

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

1. **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.

1. **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).

1. **Supervisor and Colleagues**

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

1. **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.)

1. **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.

1. **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.