



# You've been offered the job...

You've made it past the interview and now you've been offered the job. You may think accepting the job is the easy part. But, when it comes to accepting a new position, you need to ask yourself what you are looking for besides salary. There are other factors you need to be aware of before accepting a new position. The truth is, there are a lot of things that go into a great job opportunity, and these are not always the same for everyone. Considering what you value in a job will help you make a successful decision.

## Salary

Research the salary range for the position you are being offered. Determine how much you will need for bills, extra curricular activities and saving for the future. Once you have this amount start thinking about how much more you would need to be satisfied. Salary.com is an excellent resource for getting this information. This range will be helpful when job searching and ultimately, accepting a job offer.

## Benefits

While salary is important, the benefits offered should play a part in your final decision. What benefits are the most important to you? Do you have a family or plan on starting one? Are you the primary benefit provider? Ask about the company's healthcare plan - co-pays, affordable access to specialists, flexible-spending accounts, maternity benefits. Other benefits often overlooked are the availability of continued education and tuition reimbursement.

## Family-Related Items

If you have a family, you may want to ask about flexible scheduling, work/life balance and any other family emphasis benefits offered by the company. Make sure you know what is important for you and your family and it is a good match with the company's culture.

## Retirement

Retirement is an important area to consider, sometimes even more important than being in a higher salary range. Because your future is important, you need to look closely at the company's retirement plan - matching 401(k) program, profit sharing, pension or stock options. Most companies offer plans for helping employees plan for retirement.

## Vacation / Time Off / Sick Leave

If you need vacation to recharge your batteries, make sure you know how much vacation or time off you'll receive. Is there a waiting or probation period before you can begin using your time? A recent trend in time off is setting a fixed amount of paid time off (PTO) so employees can use their time off for any reason they may need. Ask how time off is handled and whether it is specifically designated for sick leave, vacation or a mental health day. This is one area you can use in negotiations when getting a higher salary is out of the question.

## Other Factors

You may have other priorities to consider. Are training and educational opportunities available? What is the actual amount of work hours expected from you in a week? Some companies expect 50 to 55 hours per week while others want employees to work exactly 40 hours per week. Do you want overtime? What about company environment? How many employees do they have? Are you looking for a large company or a small locally owned business?

So, before accepting the offer, know your priorities and what you will need in order to be happy. If you have these things in mind prior to your job search, you will be prepared for the perfect opportunity when it is presented to you.