



Offer

Congratulations!

You will have already decided on what your salary and package requirements are. Ensure you have done market research and thought of all considerations such as travel and future prospects. You will have a minimum salary and an ideal salary, it is important to be realistic and expect to settle somewhere in the middle. Sometimes by negotiating a very high salary before starting can mean expectations are high and there will be little room for movement in the future, however it is certainly important not to accept lower than you believe you are worth.

If the salary is not what you expected, and is not compensated by additional benefits or career development, you should say so. If this is not then reviewed by the employer, you'll probably need to accept that the job wasn't right for you and move on.

Resignation

When you have received your offer letter and contract details it is time to resign. Ensure you have a formal letter of resignation but arrange a time to sit down with your Manager beforehand to discuss informally. Prepare what you are planning to say, take the time to thank him/her for the opportunities you have had and the positive aspects of the job and company and remain calm, professional and polite. The resignation letter should include the position you are resigning from and the date you intend to leave, it is good to thank your employer for the opportunities you have had and that you intend to ensure a smooth handover, if you attempt to keep the reasons for you leaving as objective and ensure any criticism is diplomatic. Do not feel guilty about resigning. It is important to remember you are the only person in charge of your career therefore it is your decision as to what direction it should take.

Counter Offers

There is a good chance your employer will not want you to go and may offer a pay rise, promise of promotion or increased responsibility in order to secure you. You should take any offers seriously but ensure you have thought them through. It is important to remember the reasons for originally looking for a new job and decide whether the small changes will really make a difference. It may affect your future promotion prospects or pay rises if you take this offer now. Most importantly you have to consider why your employer did not offer this to you before hand. Around 80% of candidates who are counter-offered end up back in the market 6 months

Notice Period

Whatever the length of your notice period, you're legally obliged to work it, unless your employer is willing to waive it. If you have a written contract of employment, you should find details of your notice period there. It is always worth while being seen to make the effort right up until your last day will ensure your reputation as a professional and reliable employee remains intact. And you never know when you might deal with your employer again: one day they may be your client. Make sure you allow time to say goodbye to everyone and swap contact details with as many colleagues as you can. Moving jobs is a great way to extend your network.