

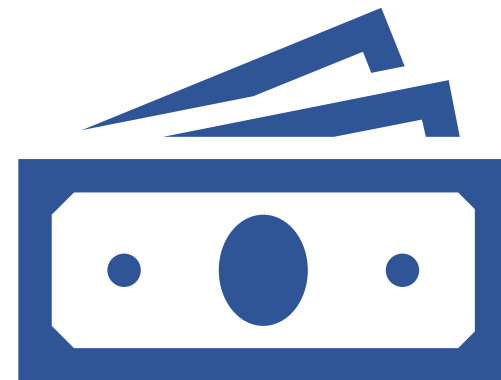
Mini-Series: Own Your Selection Process

Episode 8:

THE JOB OFFER – To Sign, Or Not to Sign



In this episode we will be focusing on...



01

JOB OFFER:
What should it include?

02

JOB OFFER:
Cost of Employment & Benefits

03

JOB OFFER:
Questions to ask before signing

04

JOB OFFER:
How best to turn down a job offer



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A close-up photograph of two hands with red nail polish resting on a white document. The document has the words "JOB OFFER" printed in large, bold, black capital letters. The hands are positioned on either side of the text, with fingers slightly spread. The background is a plain, light-colored surface.

JOB OFFER

THE JOB OFFER



The Job Offer: What should it include?

✓ Start Date & Duration of Employment (if a contract position)

✓ Detailed job description and who you will be reporting to

✓ Duties & Responsibilities

✓ Location of company and job

✓ Work hours, flexible working and overtime policy (if applicable)

✓ Salary package (Cost of Employment Structure)

✓ Company Benefits and Eligibility Guidelines

✓ Leave Entitlement

✓ Notice Period



THE JOB OFFER: Cost of Employment & Benefits

COST OF EMPLOYMENT (Value of your package)



Cash Salary (Basic Pay + Allowances)



All Employer Contributions to Benefit Funds (Medical Aid, Pension etc.)



Let's look at an example:

- Annie receives a basic monthly salary of R 15 000, a travel allowance of R 5 000 and the company contributes 7% of her basic salary to a provident fund and R 1 000 per month to her medical aid. Her total Cost of Employment is therefore:*

Basic pay: R 15 000

Travel allowance: R 5 000

Provident fund: R 1 050 (R 15 000 x 7%)

Medical aid: R 1 000

Total cost to company per month: R 22 050

Her gross salary (before tax) per month: R15 000

Net Salary/Take Home Salary per month = R15 000 (-) **Income Tax**



Questions to ask before signing

- Will travel be required in my role?
- *If required:* What is your policy on flexible working hours?
- What is your on-boarding process?
- *If required to relocate:* Will I be eligible to a relocation allowance?
- Is there a probation period?
- What benefits am I entitled to as a new graduate?
- Do you require the requested copies of documentation to be certified?
- Is there anything I should prepare or bring with me on my first day?
- Is parking provided for employees?
- Who is my point of contact on arrival, on my first day?



DON'T BURN YOUR BRIDGES

HOW BEST TO TURN DOWN A JOB OFFER

Always ensure...

- You are professional – in writing & a call.
- You thank the company for the opportunity.
- You provide a good, but brief reason for turning the offer down.
 - e.g. *While this position seems like a great opportunity, I have decided to pursue another role that will offer me more opportunities to pursue my interests in marketing and social media*
- Where possible, welcome staying in touch.
 - e.g. *It's been a pleasure getting to know you, and I hope that we cross paths in the future.*



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