

EPISODE 8 – The Job Offer – To Sign, Or Not to Sign

Slide 1:

Mini-Series: Own Your Selection Process. Episode 8: The Job-Offer – To Sign, Or Not to Sign

Slide 2:

In this episode we will be focusing on the Job Offer. We will cover What the Job Offer should include, An Overview on the Cost of Employment & Benefits, Questions to ask before signing and How to turn a job offer down.

Slide 3:

Once you have been offered a job, your new employer will present you with a job offer in the form of a letter and a contract. It's really important to take note of every detail and know what you are signing up for. Whilst most employers are very thorough with the detail in the contract, you need to ensure you have full understanding of every clause and stipulation - so that you know what is required of you and can ask informed questions and avoid making incorrect assumptions.

Slide 4:

Your job offer should include the following information:

- Your start date and if a contract position, the duration of employment.
- A detailed job description and who you will be reporting to – and where applicable, the name and title of your line manager.
- A clause on your individual duties & responsibilities.
- The location of the company and the job – where you will be based.
- Work hours, flexible working and overtime policy (if applicable).
- Salary package and details of the Cost of Employment structure
- A description of the company benefits and the eligibility guidelines – for example, some benefits (such as study compensation) may only be available to management or once an employee has worked at the company for a certain number of years.
- Leave entitlement – this includes paid vacation leave, as well as sick leave and compassionate leave.
- And very importantly – your notice period should you need to terminate your employment.

Slide 5:

Many graduates struggle to understand the concept of total Cost of Employment (also known as total Cost To Company) and what they are going to be paid.

In short – COE (Value of your package) = Cash Salary (Basic Pay + Allowances) + All Employer contributions to benefit funds (Medical Aid, Pension etc.)

As a graduate it's important to read the "fine print" of the benefits policy – ensure that you understand which benefits you are eligible for from day one, and which have other requirements.

Slide 6:

- To help you understand cost of employment better, 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:
(All of these added up)
- 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 of employment per month: **R 22 050**
- **Her gross salary (before tax) is therefore, R15000. Once her tax is calculated, this will be deducted from the R15000 and is known as her net salary/take home salary.**

Slide 7:

Many graduates feel quite overwhelmed when accepting their first job and signing their contract. This is a normal feeling. What is however important is that you understand all of the information that you have been provided with and if you are unclear about anything or uneasy about any of the clauses – to ask!

Here are examples of common questions:

- Will travel be required in my role?
- ***If required by you:*** 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?

Slide 8: How best to turn down a job offer?

If you are turning a job offer down – remember, that you don't ever want to burn a bridge and that every connection made through a potential job opportunity is a value-add to your professional network.

- When turning a down job offer, you should therefore always ensure that it is done in a professional manner (in writing and where possible a courteous call is always appreciated)
- In your communication – you should thank the company for the opportunity (they have invested time in your application, interviewing and pursuing you; a heartfelt thank you therefore goes a long way).

- Ensure that you provide them with a good, but brief reason for turning the offer down. You do not need to go into detail - keep it brief and polite – 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.*
- Finally – where possible, sharing that you've appreciated the connection and hope to stay in touch is a great way to sign off or end a conversation – e.g. *It's been a pleasure getting to know you, and I hope that we cross paths in the future.*

Slide 9:

Thank you for tuning in to episode 8 of Mini-series: Own Your Selection Process. Brought to you by the UCT Careers Service.