



# Ready Reference H-5 Questions to Ask Before Accepting an Offer

Before accepting an offer, you should ask questions about the companies work schedule, base compensation, and benefits among other things. Below are a few examples of questions you should ask the hiring manager or human resources spokesman.

**Can I have a formal copy of both the written offer and the benefits package?**

Once you have received the job offer verbally, it is a good idea to ask about having a formal piece of paper with the job title, benefit status, and responsibilities that the job entails.

**Does the company operate only on base compensation, or will I be eligible for bonuses? Are bonuses based on a formula or objective standards?**

How a company can pay out bonuses varies from industry to industry and company to company. Some industries like the refining industry pay a bonus on plant safety and productivity while others pay spot bonuses. Some evaluate your performance and give you a certain percentage of your salary or a formula is used to calculate your bonus.

**What are the expected work hours, start date, work locations, travel requirements, dress code, and relocation prospects?**

Knowing how long you are required to work is big in balancing family and work. Different work schedules include 9-80. This schedule you work 80 hours in 9 days of a two week period and receive the 10<sup>th</sup> day off. A 19-30 is where you work 19 of the 20 days of a month and can choose a day anywhere in the month to take off. Then you have the classic 8-5 P.M. schedule. Each company differs a little in their schedule.

**How would you describe the company's management style and the philosophy of its top executives?**

Every person responds differently to different types of leadership. Knowing what the top level executives expect and where they are moving the company is key in seeing if the company is a good fit for you.

**What commitment does the company have to the career development and training of its employees? How will the company help me achieve my maximum potential?**

Choosing a company that is looking to develop employees is key. Some companies will pay part or all for a Master's or PhD's. Is the company going to push you and make you a well-rounded employee?

**Where do you see this company/industry in 3,5, and 10 years?**

Understand where the industry is and which direction it is heading and where the company that you are considering is situated within it is vital when evaluating an offer. Doing your own research and comparing it with what the company says is always helpful. Being in an industry that is booming is great but being aware that the bubble could burst. Understand where the room to grow in the industry is for the company.

**What will be expected of me in this position? What are the day-to-day tasks?**

Understanding what is expected of you in a week/month/year is crucial to understand where your career will lead. Having a company that sets goals for you is important so that both parties thrive in the relationship.

**How fast can you move up the ladder?**

We all want to be the CEO one day of a company. Ask about advancement opportunities and how often do they usually come around. Will you be stuck in a position you do not like or are they willing to move you around and let you experience different roles.

**How does this job and department fit into the organization as a whole? Describe working relationships with other departments in the company.**

Understand how the company operates from within. Is the department you're working in the best or the worst? What other personal will I have to work with?

**Ask yourself: "Is this an organization in which I will "fit", feel comfortable, and succeed. Does this company fit with my moral code?"**

When deciding on an offer and weighing all the things above, that gut feeling you get when you ask yourself, "Is this right for me?", is a great indicator about the company and your role within it. Does it feel right?