

Job Offer Checklist

Check the details, confirm what matters and reply professionally before you accept a job offer.

Check the offer in writing

- Confirm the role title, start date and reporting line.
- Check the pay, hours and employment type match what you discussed.
- Note where to confirm any entitlements or conditions you asked about.
- Make sure you have the offer in writing before accepting.

Questions worth asking

- Anything in the offer that's unclear or different from the interview.
- When they need your decision by.
- What the first few weeks or onboarding will look like.
- Who to contact if you have follow-up questions.

Take your time if you need it

- It's okay to ask for a little time to consider the offer.
- Be gracious and suggest a specific date you'll reply by.
- Compare the offer calmly against your current situation or other options.
- Avoid feeling rushed into an on-the-spot yes.

Respond professionally

- Reply clearly whether you're accepting, declining or asking for time.
- Thank them for the offer, whatever you decide.
- If accepting, confirm the start date and any next steps.
- Keep the tone warm — you may work with these people soon.

Notes

Write it with these free JobCall tools

Job Offer Response Generator — jobcall.com.au/tools/job-offer-response-generator

Ask for More Time to Consider a Job Offer — jobcall.com.au/tools/ask-for-more-time-to-consider-job-offer-generator

Counter Offer Response Generator — jobcall.com.au/tools/counter-offer-response-generator

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