If you get a job offer and you are waiting to hear from other companies:

**When you are offered the job**, you do not have to commit immediately but you do have to respond **within 1 business day** regardless of how you feel. Be positive, and know it is completely normal to take time to think about it:

- “Thank you for the offer, I am really excited! May I have some time to think about all of the factors? Can I get back to you by [date of your choice]?”
- You may be given up to a week, or the employer may need to hear from you soon -- they may offer a different deadline. Why? Things change so quickly in recruiting; they don’t want to lose all of their candidates!
- It is extremely important to keep your word and meet the deadline that you agree to.

**In the extra time you have secured, follow up** with every other company where you have something in progress.

- “I just got a job offer from a different company and I need to give them an answer by [X date]. I don’t want to interfere with your process, but if you will have any updates about the status of the job by then, it will help me to make a good decision. I would really appreciate it.”
- A company that is really interested in you will most likely work hard to answer you as soon as possible!
- It is also possible that other companies’ timelines will be completely different than the first, in which case you will have to decide about that first offer all on its own.

**It is extremely important to keep your word** and meet the deadline with the first company that made an offer – your personal reputation is at stake.

**Once you have accepted a job, it is a firm commitment.** Tell all other employers that you have accepted another job. You could fail co-op if you change your mind or renegotiate – you agreed not to renege when you signed the Co-op Terms & Conditions on WITworks.

- Tell the other employers that you will be available again for another co-op or a job after graduation, and ask if you can keep in touch. Connect on LinkedIn. This will make your next search easier!