

What to expect when you receive an offer

Congratulations! You have been made an offer! Well done. You can now relax as the hard part is done. Or is it? We look through what to expect next and how to ensure that you handle this crucial stage in the process as professionally as possible.

Paperwork

- The first step is for the firm to make an offer to you. In most instances, the firm will make an initial verbal offer before following up with something in writing.
- The offer letter will arrive usually a day or two following the verbal offer and provide you with the first opportunity to formally accept by signing and returning the same.
- The deadline for accepting will be clearly stated so that you know how much time you have – make sure you communicate your decision before the offer lapses.

Review

- Once you have received the offer in writing, it is important that you set aside some time to read through the terms.
- The offer will include salary, contractual benefits and bonus scheme information. You may have discussed some of these details already, either before, during or following the interviews, so it may be fairly straightforward.
- If you have any questions or if there is something included that you did not expect, speak to your recruitment consultant. Some terms will be standard but there may be scope to adjust one or two aspects.

Questions

- Depending on a variety of reasons, you may be seeking further information regarding your offer. This could be relating to, for example, your start date, salary, benefits, title, or to clarify how a specific term relates to you.
- It is worthwhile having a conversation with your recruiter regarding any questions you may have so that you are able to make a fully informed decision.

References

- Once you are happy to sign and return the paperwork, you will also need to provide the contact details for your referees. Hopefully this is not the first time that you are thinking about this but if it is, quickly check with those people first to ensure that they are available and happy to provide a reference. Most firms ask for two, some require three, of professional and personal contacts.
- Be prepared to have all of your documents and records to hand and ideally in electronic format. This includes your academic transcripts and other certificates. Some of the larger firms outsource this to a specialist company.

Handing in your notice

- The only time that it is advisable to hand in your notice is once you have formally accepted a new role. This is the only moment in the entire process that you will officially secure your position and it is then safe to let your current firm know that you are moving on.

Counter offer

- It is not uncommon for you to be made a counter offer after handing in your notice. This may cause you to question why you were considering a move in the first place and it is important to understand the pros and cons of remaining or following through with your new role.
- Assuming that your reasons for making a move have not changed, or a pay increase would not tempt you to stay, you will naturally will wish to leave on the best note possible so it is important that you prepare yourself appropriately in order to politely decline the counter offer.
- It is flattering to receive a counter offer as it is clearly an indication of the good work that you have produced. However, there have been numerous studies as to why you should not accept a counter offer as in the vast majority of cases the people who do usually find themselves on the market again within 3-12 months.

Start date

- Once you have received an offer, accepted the terms, returned the signed paperwork, handed in your notice and completed the reference process...the process will be complete and your start date will be finalised.
- Approximately a week or two before your start date arrives, you will usually receive a new joiner starter pack and details regarding the induction period. If this does not come through the post, it is worth calling the firm or your recruiter a day or two before you start to ensure you have all the information waiting for when you arrive.

Your consultant at Lamprell Legal Recruitment will be able to provide further advice and ensure that when your next offer comes along you will handle it confidently and professionally.