

## Handling Multiple Offers

The following gives a brief outline of the considerations and potential actions you need to consider when receiving multiple offers. These are provided as a guideline to assist you in your decision making process.

- Once a written offer is received acknowledge the offer and advise the company that you are in the process of talking with several other companies who have expressed an interest in employing your skills and knowledge.
- Ask their permission to be allowed to complete the process with the other companies. The company making the first offer may feel disadvantaged and put a time constraint around your decision making process. This is only fair.
- Contact the other companies or employment agencies you are dealing with and ask them to express an interest in making an offer, or withdraw from negotiations. Advise them of the time frame that has been set.
- If a company is interested in making an offer but can't do so in the time frame presented, commit them to making a time frame that they can work to. If that is only a couple of days from deadline ask for permission to confirm with company making the first offer that this is acceptable.
- This may cause some reservations around delaying tactics, and can result in the loss of first offer. However, more enlightened companies will not feel threatened, and will allow you this space. In the end, they realise that placing pressure on people often backfires, and that allowing you sufficient time to consider options will result in a win-win result.
- Sometimes agencies will employ pressure and close tactics on you to influence your decision. Recognise these for what they are and echo these concerns about placing undue pressure back to the agent. In effect, asking them to back off and allow you the time to make a decision.
- If during the process you discount some companies for whatever reason, notify the company quickly of your decision to retract your application. This allows them the opportunity to move quickly on to other candidates and demonstrates an open and honest decision making process.