

Lowie Job Offer Guide



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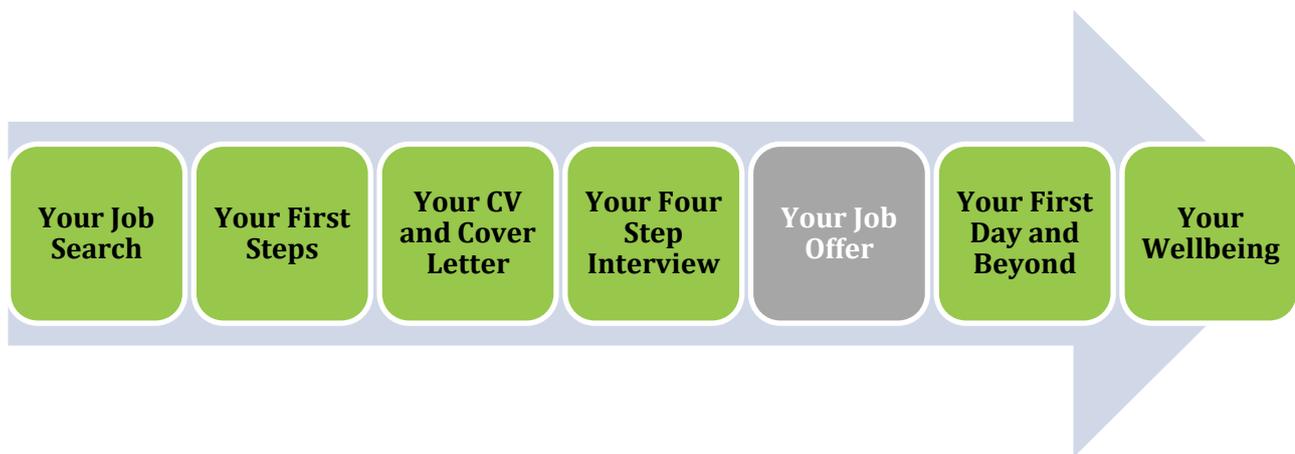
Find a Job the Lowie Way

At Lowie Recruitment, we are bringing the excitement to your job hunting experience.

Preparation and follow through at every step of the way is a very important ingredient in securing a job. Empower yourself today with all the critical information and develop the skills required to be successful. Give yourself time and be patient when working through the process.

At Lowie, we have many opportunities for you to consider – www.lowie.co.nz. You can register yourself with us at Lowie for us to guide you through the process and assist in finding the job that suits you best.

The Team at Lowie wish you all the best in your job search and are here to assist you at every step.



Your Job Search - **Find a Job the Lowie Way Guide** is a simple and practical approach in which to develop the confidence and professionalism required for this important transition.

Your First Steps - **Lowie First Steps Guide** will assist you with all the areas of importance for you to decide what type of job you want.

Your CV and Cover Letter - **Lowie CV and Cover Letter Writing Guide** will guide you step by step to create a CV and cover letter include to capture the attention and stand out.

Your Four Step Interview - **Lowie Interview Guide** and **Lowie Interview Questions Guide** will provide you with vital information to assist you with this critical stage.

Your Job Offer - **Lowie Job Offer Guide** will provide with guidance on how to deal with all aspects of a job offer.

Your First Day and Beyond – **Lowie Day One and Beyond Guide** will provide you with pointers on how to be amazing on your first day.

Your Wellbeing - **Lowie Creative Thinking Program** provides an extraordinary service to you to provide you one-on-one assistance and we also hold Lowie Creative Thinking Forums.

Lowie Job Offer Guide

Congratulations you have been offered the job. Feel comfortable to express your excitement in a mature way. At this stage, there are a few more last items to finalise such as, getting the contract signed (make sure you read all the conditions and responsibilities before signing this document), start date, finalising the package on offer and handing in your notice in your current role.



Make any logistical changes to your personal life to make the transition to the new role smooth. When handing in your notice remain objective so that the experience is manageable and not overly emotional.

Our **Lowie Job Offer Guide** will provide with guidance on how to deal with all aspects of a job offer.

Consider the Job Offer

It is always tempting to say yes to a job offer straight away. However, it is always useful to take a step back and reflect on the job offer to understand both your subjective reasons and your objectives and motivators for taking the job.

The Contract

Reviewing the contract can be subjective. However it is best to park the subjectivity for a while and review the contract objectively. Key points to remember:

- You can accept the offer subject to review of the contract
- Ensure you get the offer in writing
- Ensure that you understand all aspects of the responsibilities
- Ensure you understand the salary on offer and the full package
- What date do you start
- What is the period for probation
- Are any of your costs of starting with the new employer covered, for example, uniforms, safety gear, relocation



When the contract has areas that seem vague, you are free to seek legal advice and guidance on the contract.

Other Considerations

Refer to our **Lowie First Steps Guide** to assess all aspects of a job that are important to you. This guide covers the following:

- Companies – who would you like to work for
- Product or Service – what products or services align with your core values
- Culture of the Business – What values align with you
- Job Responsibilities – what task would you like to do that will give you the most satisfaction
- Career Progression – what is your two to five year plan
- Personal and Job based Skills Growth – what training and / or skills would you like to expand on
- Technology – what technology would you need to be effective in a role
- Distance from Home – how far would you be willing to travel
- Hours of Work – what hours would you be prepared to work
- Size of the Team – would you like to work with a large team or a small close-knit team
- Travel – would you be willing to travel nationally or abroad
- Work from Home – is this a critical factor for you
- Vehicle / Mileage – is this a critical factor to you
- Social Responsibility – if you are community driven is this something you desire
- Salary and Package – what salary would you be seeking and other benefits

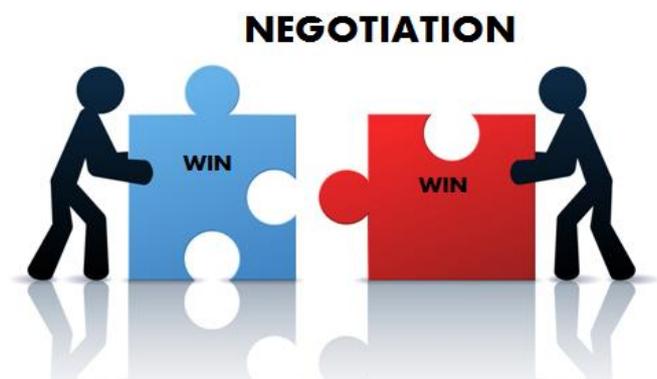
Other Considerations

You may want to separate the important characteristics from the “nice-to-have” characteristics. The “nice-to-have” will not be deal breakers in securing yourself the job you want. Understanding these characteristics will allow you to find a job that will give you satisfaction and fulfilment.

Negotiation

Your Lowie Consultant will manage negotiations with the prospective Employer, however, if you are dealing directly with them you will need to manage this yourself.

The art of negotiation is managed through a conversation where both parties can come to a mutual agreement. Explain why you feel you need to change the terms. It is important to know the boundaries both for yourself and the prospective Employer. Remain polite and enthusiastic and keep bringing the conversation back to the great work you will do for them. Make concessions, but make them small and always aim for a win-win for both parties. Be willing to respond to some tough questions and maintain a sense of perspective on the whole picture.



Accept or Decline the Offer

Accepting a job offer can be done verbally, which is considered a contractual agreement. You can accept the offer on condition to signing the contract, but it is important to state this. The final acceptance will be made by signing the contract. No changes can be made to the contract without both parties signing on these.



It is important not to accept a job that does not meet all your critical requirements. Declining the offer will need to be done with diplomacy and tact. Be clear to remain objective through this process so that you can be constructive with your reasons for declining.

No matter what the outcome always celebrate the process as you will have gained new skills throughout.



Your Lowie Consultant will provide experience and assistance to deal with the job offer.

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