



WHAT TO ASK BEFORE ACCEPTING A JOB OFFER

Before accepting a job offer, take the time to understand the full opportunity, including the day-to-day responsibilities, expectations, benefits, growth potential, and company culture.

COMPENSATION

- What is the base salary, and are there any bonuses, commissions, or other performance-based incentives?
- When are performance and compensation typically reviewed?
- Are there any conditions or repayment requirements tied to bonuses, relocation assistance, or other financial incentives?
- Does the compensation package include profit sharing, equity, or other long-term incentives?

BENEFITS

- When does health coverage begin, and what portion of the cost will I be responsible for?
- Does the company offer retirement contributions, and what are the eligibility and vesting requirements?
- How much PTO is offered, and how does the policy work?
- Are additional benefits available, such as tuition reimbursement, wellness programs, or remote-work support?

ROLE & GROWTH

- What would success look like in this role during the first 90 days?
- What are the key priorities and expectations for the first six months?
- What training, mentorship, and professional development opportunities are available?
- What potential career paths or advancement opportunities are available for someone in this position?

MANAGEMENT & TEAM DYNAMICS

- How does the manager typically communicate expectations and provide feedback?
- How will my performance and success in the role be measured?
- How would you describe the team's working style and culture?
- How does the team prioritize and manage workloads during particularly busy periods?

SCHEDULE & WORK EXPECTATIONS

- What are the expectations for remote, hybrid, or in-office work?
- What are the standard working hours, and are there core hours when employees must be available?
- How much flexibility is available regarding work hours and location?
- How frequently does the role require travel, overtime, or after-hours availability?

ROLE STABILITY & ORGANIZATIONAL FIT

- Is this a newly created position or a replacement for someone who previously held the role?
- What business need or organizational change led to the opening?
- How has the team or department evolved recently, and are any additional changes anticipated?
- How does this role contribute to the team's goals and the broader organization?