Questions to Ask Before Accepting a Job

An offer can be exciting. Make sure you understand what you are saying yes to.

You do not have to ask every question below. Use this guide to find what matters most to you and what has not already been explained.

How to use: Check the questions you want to ask in Steps 1–4. Write down what is still unclear in Step 5, then use Step 6 before you say yes.

STEP 1 Start with the basics

- ☐ What is the job title, and who will I report to?
- ☐ Is the role full-time, part-time, temporary, seasonal, or contract?
- ☐ Where will I work? Is remote or hybrid work part of the role?
- ☐ What is the pay rate or salary?
- ☐ What days and hours am I expected to work?
- ☐ When would you like me to start?

STEP 2 Understand the schedule and pay

- ☐ Is overtime expected or available?
- ☐ Are there shift differentials, bonuses, commissions, or incentives?
- ☐ Are there required weekends, holidays, evenings, or on-call periods?
- ☐ How often are employees paid?
- ☐ Is training paid?

STEP 3 Benefits and time off

- ☐ When do health benefits begin, if offered?
- ☐ How does PTO or vacation work?
- ☐ Is a retirement plan available? If so, when can I join?
- ☐ What benefits are available for this position?
- ☐ Are paid holidays offered?

STEP 4 Training and expectations

- [ ] What does training or onboarding look like?
- [ ] How will my performance be measured?
- [ ] What are the most important priorities in the first 30–90 days?
- [ ] Is there anything I should complete before my first day?

STEP 5 What I still need to ask

STEP 6 Before saying yes

- [ ] I understand the pay.
- [ ] I understand the schedule.
- [ ] I understand the work location.
- [ ] I understand the basic duties.
- [ ] I know the expected start date.
- [ ] I have asked about anything important that was unclear.

> **Good to know:** If you need time to think about an offer, it is reasonable to ask when the employer needs your decision. Get important terms in writing when possible.

STEP 7 My decision notes

NEXT STEP: Keep your offer details and notes in one place so you can look back at them after you start.

Up next: Resource 9 — Professionalism: What Does It Really Mean?

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.