

Offer & Onboarding

Once you have received an offer letter, there is more to the process than just saying “I accept.”

Offer Letter

- Receive** - Contact to confirm with your recruiter that you have received the offer letter.
- Review** - Thoroughly read the offer letter and discuss any questions with your recruiter.
- Accept** - After reviewing the offer letter, sign, date, and accept within the given timeline.
 - When you’ve made your decision, notify your recruiter.
- Resign** - If you need guidance to resign from your previous employer, [click here for a Resignation Letter Template](#).
 - If your company provides a counter offer, [read this](#).
- Contact** - Email your new employer to begin the onboarding process.

Onboarding

You own your transition. Stepping into a new role is a big deal and can be quite a process but there are ways to prepare that will ease the process.

- New Hire Paperwork** – Reach out to your new supervisor or HR to find out what documents will be needed once you start working. Some examples are either your passport OR your driver’s license AND social security card for tax forms, and a voided check to set up direct deposits for paychecks.
- Updating Social Platforms** – Properly updating LinkedIn accounts and other social platforms might be standardized depending on the company. The safest bet is to use the title assigned on your offer letter, unless otherwise directed. Wait until your first day to make the updates public, in case the company would like to publicly announce your arrival prior.
- Build Your Network** – Whether you’re acclimating to a new team locally or have relocated for your position, it is important to create a supportive network. For more information about finding a network in a new city, check out the blog linked below.

[Click here for a resource on networking in a new city.](#)

Testimonials

Your feedback is part of what makes us better each day. If you’d like to share your experience working with Interior Talent as well as any suggestions that you think candidates like you might find helpful, it would be greatly appreciated!

[Click here to submit your testimonial.](#)