

*Career*  
**9.7 Once You've Got the Job Offer**  
*Student Activity Packet*

<b>Name</b>	
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Activity	Response
<p><b>3</b> <a href="#"><u>Discussion Prompts</u></a>            Discuss these questions with your classmates or with a partner:</p> <p>If you are deciding between two job offers where the daily responsibilities are exactly the same, what other factors will influence which job you accept?</p> <p>Rank those factors from “Most Important” to “Least Important.”</p>	<p style="text-align: right;"><i>Approximate time: 5 mins</i></p>
<p><b>4</b> <a href="#"><u>How to Negotiate Salary During a Job Offer</u></a>            After spending many hard hours working to get a job, you finally get an offer! But before you accept or decline, you want to make sure it's the best possible offer.</p> <p>In this video, learn steps you can take to improve a job offer by negotiating the salary of an offer.</p>	<p style="text-align: right;"><i>Approximate time: 7 mins</i></p> <ol style="list-style-type: none"> <li>1. Why should you research salaries at a position before even receiving an offer?</li> <li>2. An employer says to you: “We’d like to offer you a position with a starting salary of \$50,000/year.” You were hoping for \$53,000/year. Write out your response to that offer to get your desired salary.</li> </ol>
<p><b>5</b> <a href="#"><u>What is a 401(k)?</u></a>            Many jobs will give you the option to save some of each paycheck towards retirement by putting it into a 401(k) account. Watch this video and answer the following questions.</p>	<p style="text-align: right;"><i>Approximate time: 10 mins</i></p> <ol style="list-style-type: none"> <li>1. What is the difference between 401(k) matching and profit sharing?</li> <li>2. Describe what a vesting period is. Why do you think companies would include a vesting period on employees 401(k)s?</li> <li>3. When do you pay taxes on money invested into a 401(k)?</li> </ol>
<p><b>6</b> <a href="#"><u>COMPARE: Choosing Between Job Offers</u></a>            Follow the directions in the</p>	<p style="text-align: right;"><i>Approximate time: 30 mins</i></p>

<p>Google Doc to complete the activity.</p>	
<p><b>7</b> <a href="#">ROLEPLAY: How to Accept (and Decline) a Job Offer</a> Follow the directions in the Google Doc to complete the activity.</p>	<p><i>Approximate time: 40 mins</i></p>
<p><b>8</b> <a href="#">How to Survive Day One in Your New Job</a> Your first day at your new job is a crucial one. Watch this video and answer the following questions when you've finished.</p>	<p><i>Approximate time: 13 mins</i></p> <ol style="list-style-type: none"> <li>1. Write out a timeline for your first day of work, from waking up until falling asleep. Make sure to include at least 5 points mentioned within the video.</li> <li>2. Within your timeline, describe a conversation with the secretary in your office, whose task is to make sure you get adjusted to your new work environment.</li> <li>3. Within your timeline, describe a conversation with your new boss, who asks you about how this job compares to your last job.</li> </ol>
<p><b>9</b> <a href="#">Your New Job Comes With Paperwork</a> Whenever you start a new job, you will need to complete some standard paperwork. Read the article and answer the questions below.</p>	<p><i>Approximate time: 10 mins</i></p> <ol style="list-style-type: none"> <li>1. What is the purpose of an I-9 form? What must you have to complete it?</li> <li>2. What is the purpose of a W-4 form? What information do you include on it?</li> <li>3. If you are under 18, what additional paperwork must you complete?</li> </ol>

<p><b>10</b> <a href="#">Direct Deposit: How it Works</a></p> <p>One thing you will be asked when starting a new job is how you want to receive your paycheck. The answer: Direct Deposit.</p>	<p style="text-align: right;"><i>Approximate time: 15 mins</i></p> <ol style="list-style-type: none"> <li>1. <u>In your own words</u>, what are the steps to setting up a direct deposit?</li> <li>2. What are the advantages of Direct Deposit over receiving a paper check?</li> <li>3. How could splitting your deposit make Direct Deposit even more advantageous?</li> </ol>
<p><b>11</b> <a href="#">Health Insurance Explained</a></p> <p>- <a href="#">Employer Health Insurance vs Individual Plans</a></p> <p><b>12</b></p> <p>Many employers also offer health insurance to their employees. Watch this video (you can skip the questions in between) to learn about health insurance costs. Then, read the following sections of the article, <u><i>Individual Medical Insurance, and Employer-Sponsored Health Insurance</i></u>, to learn how employer-sponsored health insurance is different than getting an individual health plan. Finally, answer the questions.</p>	<p style="text-align: right;"><i>Approximate time: 15 mins</i></p> <ol style="list-style-type: none"> <li>1. In your own words, explain what a premium is.</li> <li>2. What is the difference between copay and coinsurance?</li> <li>3. Explain what a deductible and out-of-pocket maximum are.</li> <li>4. Will a visit to any doctor be covered under your insurance plan? Why or why not?</li> <li>5. Compare the advantages of having an individual health plan and the employer-sponsored health plan. Which do you think is more appealing? Explain.</li> </ol>
<p><b>13</b> <a href="#">Project</a></p> <p>Complete this Project as instructed by your teacher.</p>	<p style="text-align: right;"><i>Approximate time: 105 mins</i></p>
<p><b>14</b> <a href="#">Key Takeaways</a></p> <ul style="list-style-type: none"> <li>• Make sure to carefully weigh all job offers, and contact not only the company you accept an offer from... but also the ones you decline.</li> <li>• Take steps to prepare for an excellent first day, including completing your I-9 and W-4.</li> </ul>	<p style="text-align: right;"><i>Approximate time: 5 mins</i></p>

- Ensure that you get your direct deposit, 401(k) and health insurance set up in your first few days at work.

## 15 [EXTENSION | How to Ask for a Raise](#)

Once you've established yourself at a job, you will probably start thinking about a raise. Here's a helpful guide to how to go about getting the extra money you want... and deserve.

*Approximate time: 10 mins*

1. When is the best time to ask for a raise?
2. What should you do in preparation for a meeting with your boss to discuss a raise?