

SEEKING EMPLOYMENT – RESPONDING TO AN OVERTURE

You are free to look for a job at any time with anyone. If you are approached about a job and you want to proceed with the opportunity, you are not limited in your response, but you need to be aware that you have triggered certain requirements.

IF YOU RESPOND WITH ANYTHING OTHER THAN A REJECTION, YOU ARE SEEKING EMPLOYMENT AND SUBJECT TO DISQUALIFICATION AND NOTICE REQUIREMENTS.

A rejection means that you are putting an end to the discussion – that you are not leaving the door open. A response that defers discussions until the foreseeable future is not a rejection. Below are some options for how to respond if you are approached about a job.

REJECTION	NOT A REJECTION (you are subject to disqualification)
Thank you, but I'm not looking now.	<i>Thank you, I will give you a call next week.</i>
Thank you, I'm not looking now, but I may give you a call when I start looking.	<i>Thank you, I will give you a call when I start looking in August.</i>
I am going to say "no" to your kind offer.	<i>I am going to say no to your kind offer for now, but I will contact you soon.</i>
I'm not talking to anyone about a job until I leave the Government, but thanks for your interest.	<i>Thanks for your interest, I will carefully consider it although I won't be making any decisions until later this year.</i>
I am going to say "no" to your kind offer because I'm not pursuing a job yet.	<i>Let's set up a meeting to discuss this a little more.</i>
To avoid disqualification rules, I have decided to not start looking for a job yet, but if that changes, I may call you.	<i>To avoid disqualification rules, I thought we could set up a meeting for when I finish my current project. (defers discussion)</i>

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