

**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.

<b>REJECTION</b>	<b>NOT A REJECTION (you are subject to disqualification)</b>
Thank you, but I’m not looking now.	<i>Thank you, I will give you a call <b>next week</b>.</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 <b>in August</b>.</i>
I am going to say “no” to your kind offer.	<i>I am going to say no to your kind offer <b>for now</b>, 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 <b>consider it</b> although I won’t be making any decisions until <b>later this year</b>.</i>
I am going to say “no” to your kind offer because I’m not pursuing a job yet.	<i><b>Let’s set up a meeting</b> 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 <b>when I finish</b> my current project. (defers discussion)</i>