Asking for a deadline extension

You may ask for an extension; the employer does not have to grant it.

Make sure you have a concrete and appropriate reason for asking for an extension. Expecting to hear soon from another employer with whom you've interviewed is a legitimate reason. If you are just hoping to get more interviews, that's not a concrete reason.

Don’t wait until the last minute to ask for an extension; this looks like you don't think ahead and may indicate that you might behave the same way on the job.

Be tactful and diplomatic in your wording. You will need to explain your reasons to the employer. For example, if you have an upcoming, previously scheduled interview with another employer, you may explain that it is important to you to keep your commitment to the other employer, and that in order to make the best decision; you need to attend the other interview.

For the sake of speed, phone the employer to discuss the situation. For the record, you should follow up in writing. Since this is a request that needs to be handled quickly, e-mail is probably the best method to confirm your request.