

Stage 4: Job Offer

Before you call the candidate to present a job offer, make sure that you have the following information ready:

- Salary or hourly rate of pay plus any additional bonus structures or profit share
- Benefits package (if eligible)
- Proposed start date and time (this might require some negotiation if the person needs to give notice at a current employer)
- Work location
- Details about uniform or dress code

I called the candidate and presented a verbal offer.

You might present an offer that is conditional based upon successful completion of references and other background checks if needed.

I prepared and sent a written letter of offer via email. The letter should include:

- ✓ A brief overview of the position
- ✓ Job title and manager/supervisor
- ✓ Job details such as the start date, salary, work schedule
- ✓ Employment benefits