

## Preparing to make an offer of Employment

When wanting to secure your preferred candidate, making this a smooth and quick process to support getting the candidate on board, preparation is key, where you won't want to lose time and potentially the candidate filling in the gaps that your recruitment and selection process can support.

1. Ensure you have all the information you need from your preferred candidate. It is a good idea to have a recruitment and selection process that supports your ability to obtain this, saving you time when the day for offer arrives.
  - ❖ CV or
  - ❖ Application form
  - ❖ Personal details including address, date of birth etc.
  - ❖ Names of people to contact for references.
2. Before employment can start you as an employer have a legal obligation to ensure any candidate has the right to work in the UK. Before making an offer ensure you or a company representative have seen original documents to prove the candidate's right to work in the UK. Again, the recruitment and selection process will support in minimising delays around this, where you may wish to obtain right to work at final interview stage.
3. Consider any areas to follow up on:
  - ❖ Level of qualifications achieved (do you need copies of certificates?)
  - ❖ Any questions asked by the candidate at the interview that you said you would get back on
  - ❖ Any points you need to clarify with the candidate from the interview e.g. notice period
4. Confirm to the candidate all the details of the job and the benefits package:
  - ❖ Job title
  - ❖ Job location
  - ❖ Salary – is their room to negotiate if this were to be suggested by the candidate
  - ❖ Main terms and conditions – hours of work, holiday entitlement, sick pay
  - ❖ Details of any benefits attached to the role e.g. Private healthcare, bonus scheme, company car entitlement
5. Ensure the candidate has all the information they need to make their decision:
  - ❖ Any requirements for travel with the role
  - ❖ Constraints on annual leave
  - ❖ Opportunities for progression
  - ❖ Any flexibility around working hours or arrangements
  - ❖ Prepare to answer any other questions the candidate may have about the role
6. Send the offer of employment (contract and offer letter) for the candidate to sign. Some nice additions in support of welcoming the candidate to the workplace might be
  - ❖ Welcome letter
  - ❖ Employee Handbook
  - ❖ Details of Induction Plan