

CANDIDATE OFFER LETTER CHECKLIST TO SEAL THE DEAL

In 2015, CareerBuilder found that **49% of candidates** declined job offers because they had accepted an offer from another company. By giving candidates comprehensive information in the offer letter so they know what to expect, you'll be more likely to seal the deal instead of leaving a bunch of what-ifs in the candidate's head. Make sure to include the following elements in your offer letters (if applicable), and end on a welcoming and warm note that makes them feel as if they can reach out to you at any time, with any question.

- ☐ Date the offer is being made
- ☐ Candidate's Name, Address, City, State and Zip Code
- ☐ Most current formal job title (double check with the hiring manager)
- ☐ Employment start date
- ☐ Full-time or part-time classification
- ☐ Term of employment: permanent, temporary with specific end date, temporary with no specific end date
- ☐ Compensation structure: yearly salary, monthly salary, hourly wage
- ☐ Pay frequency: weekly, every two weeks, monthly, twice per month

☐ Additional compensation information:

- ☐ Performance bonus opportunities
- ☐ Commission rates
- ☐ Additional compensation
- ☐ Benefits plan
- ☐ Perks
- ☐ Stock options
- ☐ Pension plan
- ☐ Relocation benefits

☐ Pre-employment conditions:

- ☐ Medical assessment
- ☐ Signed employment contract
- ☐ Drug/alcohol test
- ☐ Criminal record check
- ☐ Perks
- ☐ Reference check
- ☐ Proof-of-work eligibility