

**Extending an Offer**

Assuming the reference and background checks have been completed or in the process o completion, the final step is to extend an offer to your first choice candidate.

A job offer may be made verbally, in person, over the phone, or in writing. It is recommended that a verbal offer be extended as soon as your first choice is decided on and the terms of the offer are known to ensure that your top candidate is aware of your decision and has not accepted a job elsewhere. Be aware that it is common for an offer to be extended and for the candidate to need some time to review the terms and possibly counter-offer.

Basic Elements of a Job Offer:

• The position offered

• Location and working hours

• Salary

• Benefits

• Short and long term incentives (if applicable)

• Vacation

• Other benefits (flex days, vehicle allowance, parking, blackberry, etc.)

• Start date

• Probationary period

• Any papers or information that should be brought on the first day of work

• A date by which the applicant must respond to your job offer.

Ask the candidate to send you a signed copy of the offer letter which establishes the terms on which the offer was made, in case of any disputes.

Offers can be subject to candidates meeting certain conditions based on your pre-screening checks, such as:

• Passing a medical examination - this must apply to all prospective employees, not disabled people only

• Passing a background *I* criminal record check

• Satisfactory references

• Completing a probationary period