

Checklist: Job Offers

Offer Specifics

- ☐ Job title
- ☐ Department, manager's name
- ☐ Start date
- ☐ Hours of work/schedule
- ☐ Status (full time, part time, regular, temporary, specific duration)
- ☐ Exempt vs. nonexempt status
- ☐ Rate of pay (hourly, weekly or by pay period) and pay period frequency
- ☐ Contingencies on which the offer may be predicated (e.g., drug testing, reference checking, physical exam, security screen)
- ☐ Paid leave benefits
- ☐ Eligibility for health/welfare benefits plans
- ☐ Work location
- ☐ If travel is involved, approximate percent of travel required
- ☐ At-will employment statement

Recommended Attachments

- ☐ Benefits overview/summaries
- ☐ Job description
- ☐ Employee handbook
- ☐ Blank Form I-9 (bring on start date for completion with supporting documents)
- ☐ An employment agreement, noncompete or other restrictive covenants (bring on start date for completion)
- ☐ Affirmative action self-identification form (bring on start date for completion)
- ☐ Emergency contact form (bring completed on start date)
- ☐ If travel is involved, summary of company's reimbursement processes