

## **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