

# JOB OFFER CONSTRUCTION *Checklist*

AFOA.CA



This tool may be used to provide your HR partner the details required to construct a job offer for a candidate from your recruitment, or to document and organize the details of the development of the offer for yourself. The following components should be included in a job offer.

Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_

COMPONENT	Details to be Included in Offer
<b>CANDIDATE DETAILS</b>	
Date of Offer	_____
Candidate Full Name	_____
Candidate Address	_____
Candidate Email	_____
Delivery method (mail/email)	_____
<b>POSITION DETAILS</b>	
Status of Employment (Temp/Perm)	_____
Part-Time/Full-Time	_____
Standard Hours per week (or if not standard #, up to how many per week)	_____
Position Title	_____
Work Address of Position	_____
Employment Start Date ("effective date")	_____
Manager Title (to whom they will report)	_____
Job Description Attached (Y/N)	_____
<b>COMPENSATORY DETAILS</b>	
Annual salary or wage rate	_____
Based on regular work week of "X" hours	_____
Annual vacation time (in weeks)	_____
Is vacation pro-rated in first year If so, what is entitlement for this year	_____
Vacation pay (%) (check Employment Standards for your province/territory/federal)	_____
<b>CONSIDERATION/CONDITIONAL DETAILS</b>	
Probation period # months <i>(check Employment Standards for your province/territory/federal for requirements and exceptions)</i>	_____
Offer conditional upon:	_____
<ul style="list-style-type: none"> <li>Satisfactory driver's licence abstract, Class A, B, C, G, AZ, etc.</li> <li>Satisfactory Criminal Reference Check (or Vulnerable Sector Check where applicable)</li> <li>Proof of educational qualifications in accordance with the job requirements</li> <li>Proof of current membership in good standing with professional association (list any)</li> <li>Other (specify)</li> </ul>	_____
<b>OFFER ACCEPTANCE DETAILS</b>	
Due signed back by date (usually 1 week after offer date)	_____
Offer made by Name, Title (signature required)	_____