

## OFFERING EMPLOYMENT

After selecting the best candidate, you need to make a job offer. A verbal job offer should be followed by a formal written employment offer to ensure that you and the candidate are fully aware of the terms and conditions of employment.

### Employment Offers

Some employers may choose to make a verbal offer before formalizing the agreement in a written contract. When making a verbal offer, consider the following:

- Congratulate the candidate on being successful.
- Enthusiastically welcome the candidate to your team.
- Re-state the position for which the candidate is being hired.
- Inform the candidate of the starting wage you offer, as well as hours/days of work, benefits, vacation time and any other relevant information.
- Confirm the start date and time.
- Inform the candidate of any training programs they will be attending on their first day, including length and expectations.
- Inform the candidate of any dress code standards, or a uniform will be provided.
- Inform the candidate that this information will be put into a formal letter or contract for review and signature.

Once these details are agreed upon, ensure that all details are also stated in the written offer you provide for the candidate's signature.

Be sure to provide a reasonable timeframe for a return signature (3-5 business days) so that they can consider and clarify any terms of the offer. Be prepared to negotiate your terms and conditions, if appropriate.

**Important:** Be sure that employees sign their contracts before they begin work.

### Seasonal/Fixed-term Employment Contracts

To avoid liabilities associated with the possibility of seasonal employees claiming continuous employment, it is recommended that employers take the following steps when hiring seasonal employees:

1. Use employment agreements or contracts that specify clear term (start and end) dates of employment
2. Do not allow seasonal employees to work past the contracted end date of employment. If necessary, have them sign another contract for another specific term.
3. Require any returning employees to reapply for seasonal positions
4. Do not automatically guarantee to return seasonal employment

## What to Include in an Employment Offer

Be sure to include the following components in the employment offer letter:

- Position title
- Basic duties and responsibilities or provide a copy of the job description
- Position status (part-time, full-time, seasonal, temporary full-time)
- Start date
- End date (for all seasonal/fixed-term positions)
- Performance review expectations
- Salary and overtime
- Incentive/bonus plan (if applicable) and eligibility requirements
- Work schedule
- Probationary period
- Benefits and medical insurance entitlement
- Vacation entitlement and statutory holidays
- Union contract (if applicable)
- Termination provisions
- Employment acceptance clause

Need help writing an employment offer letter? Contact [hr@go2HR.ca](mailto:hr@go2HR.ca)