



Making a job offer

Congratulations, you've done the hard bit. You have sorted your EVP, chosen your preferred agency, interviewed a handful of excellent candidates and have a front runner for the role. You've spent at least a month getting to this stage so you can breathe easy now right?

Wrong. In most instances, the processes to issue an offer of employment requires time, effort and a good deal of coordination and care so keep your finger on the pulse! Remember, the process for your candidate is not over yet and you must ensure that the journey is first class. Here are a few tips that will help you streamline your offer process and get the contract signed.

Have the basic offer details ironed out before you start the process

Your offer letter should include the job title, basic salary, benefits and expected start date. By having this info ready in a template email, this way you will be able to send the offer as quickly as possible.

Discuss the offer informally first

Some companies are quick to send an offer without knowing if it will be accepted by the candidate. Save yourself and your colleagues the work and ascertain whether the package you intend to offer will be positively received. Companies risk alienating (and even offending) candidates with poorly aligned offers so be sure to complete this step.

Avoid delays in making the formal offer

When you know the candidate will accept your offer, it's time to issue the formal written offer. How many people need to approve the offer before you can issue it? Have you thought about holiday and what you will do if the CEO leaves for their summer break the day before you need their approval? We recommend using a simple gant chart to map out your recruitment process and by listing all of the people involved, you can mitigate any risks from holiday or sickness.

Automate the process where you can

Extending job offers to candidates without an automated system is time-consuming when you're managing multiple hires. Recruitment process software can help you overcome all these challenges and streamlining your job offer process ensures you have everything you need to hire fast. Templates, approval workflows and e-signature capabilities facilitate effective and timely communication, helping you offer positive experiences that create a really positive candidate journey.