



Reviewing your contract

We are referring to a permanent contract between an individual and an employer. This is a written document we highly recommend you have in place before starting a new position. It will set out any conditions, rights, responsibilities, and duties between you and your new company. Effectively they are the terms of your relationship. Below are some of the key areas to look at when reviewing your employment contract.



The job

Understand your new job title, for some people it really doesn't matter while for others it is the main reason they are taking the position. Regardless, be clear what it will be both internally and externally. Know the grade or level of the role; do not assume that because "Senior" was a particular level in your previous company it will be the same in this new organisation. Have a full read through of the job description and identify what is expected of you. Not everything will be clarified but it should match what was discussed during the interview. If specific equipment is required, this needs to be outlined too.

Remuneration, package, and benefits

Your remuneration, package and benefits offer needs to be right. Be sure to check the following as companies structure their packages differently.

Consider:

- Salary
- Bonuses/commission
- Private medical insurance
- Car allowance
- Pension
- Equity/Shares
- Company schemes and benefits

Terms and details

The finer details usually come as standard and are the same for all employees across the business. You almost certainly will not be able to change them, but it is good to be aware of these clauses. They are more than likely the same as your current company and competitors.

Do however consider the below:

- Probation period – usually six months
- Notice period
- Working hours – what does flexible working mean and are there core hours?
- Place of work – Office based? Home based?
- Holiday entitlement
- Expenses policy
- Restrictive covenants, clauses and rights – Do you have any non-compete or restriction of trade when you leave

There will be some parts of your new role that in reality will come down to gut instinct and conversations you've had with your new manager. This could be cultural, incentives or specific working arrangement such as "we usually finish early on a Friday" but anything that is a must-have or non-negotiable, you need to have in writing. The best way to tackle this part of the process is to go through it, make a list of points and send it to your recruiter to discuss. Just be sensible and fair on any requests you may have. Once you are happy, you can sign your contract and you are now ready to hand in your notice.