

Offer Guide

Step 1:

Call your candidate to let them know they have been successful and welcome them to your team. Make sure they are aware of the position, pay rate and start date and advise to expect an email requesting some information to get started.

"Hi [candidate name], how are you?"

I'm pleased to let you know we'd like to offer you the [position title] position to join our team! Congratulations! I think you'll be a great addition to the team because of XXXX, so we'd love to have you onboard!

Your hourly rate/salary will be \$ XXXXX, and we'd love for you to start with us on [start date].

The next step from here is that I'll prepare your employment contract so you have all of these details in writing. I will need a few personal details from you please in order to prepare the contract, so I'll send you an email/text message shortly with all of the details required. If you can please reply as soon as you can, I'll draw up the contract and have it over to you to review and sign.

Thanks [candidate name], and congratulations once again!"

Step 2:

Use below email or text message template to send to the candidate to gather all of details needed to prepare the employment contract. Give the Candidate a due date so that you're not waiting too long.

Text Message

Hi [candidate name], congratulations once again on securing the full time / part time / casual position of [position title] with our [store name] store – we're all so excited to have you on board!

As discussed, in preparation of your employment contract, can you please provide me with the following details:

- Your Full Name
- Title eg. Mr / Mrs / Ms / Miss
- Home Address
- Date of Birth
- Phone Number
- Email address

If you can please send through the details by [due date] that'll be great so I can prepare the contract for you. Thank you! Feel free to let me know if you have any questions in the meantime.

Email Template

Hi [candidate name],

Congratulations once again on securing the full time / part time / casual position of [position title] with our [store name] store – we're all so excited to have you on board!

The details for your employment are as below:

| | |
|-----------------------------|------------------------|
| Position Title | XXXXX |
| Hourly Rate / Salary | XXXXXX |
| Start Date | [day, date month year] |

In preparation of your employment contract, can you please provide me with the following details by [due date]:

Your Full Name
 Title eg. Mr / Mrs / Ms / Miss
 Home Address
 Date of Birth
 Phone Number
 Email Address

Thanks [candidate name]. Please feel free to let me know if you have any questions or queries in the meantime,

Kind Regards,

Your Name

Step 3:

Once you've received the required details from the candidate, log in to HR Onboard to create the contract.

HR Onboard can be accessed via Engage. Simply sign, click on the HR Onboard icon (as below) on the menu bar, and follow the prompt to create the employment contract.

