

Top Hint

Ask for details of any bonuses. Sometimes an oversight can cause the collapse of an otherwise great offer

Offering the successful candidate

Offering a candidate may seem the easy part. Especially, after going through weeks and sometimes months of CV selection, interviews, presentations and tests. However, the importance of getting the offer right is critical to all the hard work paying off. Working with a recruitment agency can often make a big difference to a candidate accepting the role as the agency would be hand holding the candidate throughout the entire process. If working alone consider these hints and tips

- ✓ Existing salary. From the outset you should know the candidates existing salary. Most candidates should be honest but can always be confirmed by checking their P45. Candidates bonuses and other benefits should be considered before putting together the final package
- ✓ Expectations. During the process you should have a clear indication of the salary range a candidate expects from the job. This isn't always the same level or higher than their existing package. If the company, geography and job excite them they may consider a smaller remuneration
- ✓ Bonuses. Ask for details of any bonuses. Sometimes an oversight on an existing bonus can be the collapse of an offer
- ✓ Benefits. Some candidates aren't forthcoming with all their extra benefits until the very end. It may be a small difference but can sometimes be the difference of a 'yes' or 'no'. Apart from the obvious pensions, healthcare, life assurance dig a bit deeper into other areas such as subsidised study or company social outings. This can be important to a candidate and should be weeded out early in the interview process so you can counteract with other benefits or rise in salary

- ✓ References. Take at least two professional references for the successful applicant. It may be not possible for all references to be taken until the applicant has accepted the job as it could be from an existing employer
- ✓ Presenting. A formal written contract and offer letter would be sent out to the successful candidate. On occasions the offer can be given verbally over the phone, followed by a written offer. Use your discretion as to the best method. A recruitment agency can be a key factor in presenting the offer and assure a high chance of acceptance
- ✓ Follow up. The candidate will be given a period of reflection after receiving an offer. During this period the candidate may receive other offers. Until you have a signed contract the candidate is under no legal obligation to take your position. A friendly follow-up call to make sure the contract has been received may give an opportunity for any questions. Using a recruitment agency can help significantly in bridging any last minute gaps and could be the difference in a candidate accepting your offer over another offer
- ✓ Notice period. Once a signed contract has been returned it's advisable to keep in touch with the future employee. While they work their notice period you can keep in touch is a number of ways. For example, invite the candidate to meet the rest of the team; offer a reading list that will help them prepare for the new role and even invite them on a company social event

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