**Checklist: Job Offers**

**Offer Specifics**

* Job title
* Department, manager’s name
* Start date
* Hours of work/schedule
* Status (full time, part time, regular, temporary, specific duration)
* Exempt vs. nonexempt status
* Rate of pay (hourly, weekly or by pay period) and pay period frequency
* Contingencies on which the offer may be predicated (e.g., drug testing, reference checking, physical exam, security screen)
* Paid leave benefits
* Eligibility for health/welfare benefits plans
* Work location
* If travel is involved, approximate percent of travel required
* At-will employment statement

**Recommended Attachments**

* Benefits overview/summaries
* Job description
* Employee handbook
* Blank Form I-9 (bring on start date for completion with supporting documents)
* An employment agreement, noncompete or other restrictive covenants (bring on start date for completion)
* Affirmative action self-identification form (bring on start date for completion)
* Emergency contact form (bring completed on start date)
* If travel is involved, summary of company’s reimbursement processes