

## EMPLOYING YOUR NEW STARTER

# Guide 2.1: Making a Job Offer

It's always a pleasure to tell your new employee that they've got the job. Give them a call and let them know the good news.

## Making the Call

Here is a useful list of what to say and ask when you are making that job offer:

- Ask them if they are happy to accept the job – it may sound odd, but they can say no!
- Confirm the job you are offering them.
- Confirm the rate of pay.
- Confirm the working hours.
- Ask them what notice they have to give their current employer.
- Agree when they will start with you.
- Ask them if they have any holidays booked. They may have already paid out for one so will expect to still be able to go.
- Check you have their correct contact details – postal address, email address and telephone number.
- Let them know that you will send them a letter and a contract confirming this offer soon – [see template letter below and contract template in guide 2.2 Employing Your New Starter – Creating a Contract of Employment].
- Remind them that employment is conditional on them being able to provide confirmation of their right to work in the UK and other standard pre-employment checks.
- Let them know you are looking forward to working with them.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852)  
or email [enquiries@coldenhr.co.uk](mailto:enquiries@coldenhr.co.uk) and quote your NCASS membership number.