



# UNTAPPED TALENT

## B2B GUIDE TO INNOVATIVE HIRING AND RETENTION

### CHECKLIST OF WHAT TO INCLUDE IN WRITTEN LETTERS OF OFFER

#### Written Offer of Employment

A written offer of employment constitutes an employment contract and outlines the employee and employer rights and obligations. It should be offered and accepted prior to the employee commencing work. For a checklist of things to include in the letter, [click here](#) or visit the Resource Section

- **Position Title and Employment Type** - Include the title of the position and identify if the position is part-time, full-time or temporary/contract
- **Job duties and responsibilities** - Key responsibilities should be listed, along with a sentence indicating other duties may be assigned as business needs arise
- **Compensation: Salary, bonus, commission structure, etc.** - Be clear about the total compensation in addition to the annual salary or hourly rate of pay, such as profit sharing or bonus structure, transit allowance, cell-phone, expense accounts, parking and mileage.
- **Hours of work** - Include your hours of business and any expected on-call availability, overtime, business travel or weekend work.
- **Vacation allotment** - Specify how many weeks of vacation an employee is entitled to, plus any increase to this allotment after a given period.
- **Company expectations** - Outline your organization's dress and conduct codes, as well as any required equipment a candidate needs to start the job (eg. safety workwear).
- **Probation period** - While the typical probationary period as defined by the Employment Standards Act is three months, some organizations have a six-month probation period.
- **Health and safety responsibilities** - You may wish to include the following clause: "You have the responsibility to report unsafe working conditions; you have the right to work in a safe environment and receive training on any procedures you are unfamiliar with."
- **Reasons for termination with "cause"** - Outline the reasons that would cause you to end the employment relationship. These may include poor performance, dishonesty, theft, or a breach of confidentiality that affects the organization adversely.
- **Statutory holiday entitlement** - Identify any days your organization considers to be statutory holidays beyond those indicated in Canada's Employment Standards Acts.
- **Notice period** - Outline the number of weeks of notice reasonably expected from an employee prior to holidays, leave or departure.

**Making It Legal**

- Ensure that you are in compliance with your provincial or territorial Employment Standards legislation
- Ensure that the offer is signed prior to starting work.
- Ensure that the offer is self-contained and does not refer to other employee handbooks or guidelines, as these may be amended from time to time.