

How to Make an Offer

Review the position documents

PD

Rem. Package

Send the Letter of Offer

Create/ Edit Letter of Offer

Letter of Offer

Check the letter

OK to send?

No

Explain changes required

Yes

Send Letter of Offer to Candidate

Wait

Receive & review response

Manage Response to the Letter of Offer

Offer accepted?

Yes

Contact the Candidate - Congratulations

File the Letter of Offer

Prepare Employment Contract

Employment Contract

No

Negotiate?

No

Not a candidate

If negotiations fail ...
Consider the Maybe's

Yes

Establish negotiation parameters/limits

Negotiate with the candidate

Position Filled