

Making A Job Offer

Once you've made the decision to hire you can begin the offer process. It is best to try and conclude this stage as quickly as possible, whilst both parties are at their most interested. This allows you to begin the important process of bringing your new employee into the business and putting them to work.

Sometimes you might interview a candidate, be so impressed by that you will make them an offer there and then, be careful when doing so, make sure that they are prepared to accept before making the offer. If you choose to offer after the interview, liaise with us as we will have built relationships with both yourself and the candidate and are thus best placed to help reach a mutually agreeable offer. Always remember that an offer should be both written and verbal.

In our experience job offers are usually declined for a limited number of reasons:

- Pushing for a decision during interview
- The job not being as described in the job specification
- A lower salary/ package is offered than the interviewee would like
- The meeting / interview being poorly organised
- Delay in offer paperwork being received

Pushing for a Decision During Interview

Pushing for a decision during the interview can sometimes be a good decision, particularly if a candidate is very enthusiastic about the position, however, this can make people nervous and they may jump back rather than jump forward.

We would recommend not going into too much detail about the candidate's salary expectations during the interview. Get a rough idea but don't probe for all the specifics, this can be unsettling. Our CV cover sheet will always specify the candidate's desired package.

Try to confirm with the candidate that if they were offered the job, would they want to accept assuming all financial arrangements are correct. Don't push them on it, but try to create forward momentum that will make them positive about accepting a formal offer later on.

Remember that if you are working with a recruitment agency, they will have already built up a relationship with the candidate and are thus best placed to negotiate a final package to satisfy all parties.

The Job Not Being as Described in the Job Specification

Be sure that you are clear of the role and responsibilities of the position you are hiring for, there should be as little deviation from the original job specification as possible. If the specification changes too much then candidates will become concerned that they are not being offered the job they applied for which can lead to unease and possible rejection of the offer.

If changes have been made, be sure to discuss these with the candidate at interview. Be clear why the changes have been made and reinforce what has remained the same. Having a clear idea of your expectations will make a candidate far more comfortable in their understanding of the situation.

Lower Salary/Package Offered

Whatever you choose as your initial offer, do not offer less than has been put forward in the job specification. The candidate will likely feel insulted and this may end the process before it even begins.

Sometimes it's best to offer the candidate exactly what they have asked for, especially if they are attending other interviews or have other offers available. Remember how much it will cost you if you're forced to start the process over for the sake of £1000 salary or a fuel card.

We only be put forward candidates who we believe have realistic salary expectations. If a candidate is asking for an unreasonable package we will seek to work with them to identify their core requirements to tailor a package that is acceptable to all.

If you would like to speak to us about any of the points raised in our Employer Advice please call us.