

Verbal Offer Guide

Elements of A Successful Verbal Job Offer

JOB TITLE

- Reiterate the job title you are offering
- Lead with enthusiasm!
 - Express sincere appreciation for their time and patience throughout the process

SALARY + BENEFITS

- State the offered compensation, as discussed with your HR Business Partner
 - Include their pay cycle (Biweekly or Monthly)
- Mention any relocation assistance or other approved bonuses
- Be sure to share the [New Hire Benefits Guide](#) if they haven't already received it

START DATE + ORIENTATION

- Share the proposed start date, and inform them they will be invited to Day 1 Orientation
- If approved to start on non-orientation day, they must visit HR on their first day to complete an I-9 form

WHAT'S NEXT?

- Upon acceptance, they will receive a [background check invitation](#)
 - They will need to follow the link and accept this as soon as possible
- They will also receive notice of an [offer letter](#) available to view and sign in Workday

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

- Does the position require a pre-employment physical assessment?
 - Let them know they will be receiving a call from Workplace Health to schedule this
 - Not sure? Refer to page 2

Pre-employment Requirements Guide

Criminal Background Check +
Motor Vehicle Report



**ALL
POSITIONS**

Physical Assessment

All Facilities
Employees

Security
Officers

Credit Report

Applicable
Financial
Positions