



Job Offer Letter Checklist

When preparing an offer of employment, the following list of specific items should be included in your letter.

Offer Specifics:

- Job Title
- Rate of pay and pay period frequency
- Exempt vs. nonexempt status
- Status (full time, part time, regular, temporary, specific duration)
- Any contingencies on which the offer may be predicated (i.e., drug testing, reference check, etc.)
- Eligibility for benefit plans
- Hours of work schedule
- Work (or payroll) location assigned
- Name of individual to whom the position reports and the department in which the job is assigned
- Start Date
- Travel requirements (if applicable)

Attachments (recommended, based on position)

- Benefits overview/summaries
- Job Description
- Blank I-9 Form (bring on start date with supporting documents, for completion)
- If company requires an employment agreement (bring on start date for completion)
- Self identification form (bring on start date for completion)
- Emergency contact form (bring completed on start date)
- Travel reimbursement information (if applicable)

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