

### **The offer**

It is helpful to let the candidates know the outcome of the interview as soon as possible. This is particularly important for the successful candidate as s/he may be applying for other jobs at the same time. You will need to follow up references quickly in order to confirm the provisional offer.

The offer letter will include

- Job title
- Conditions
- Terms of pay, bonuses and pension
- Probationary period
- Date and time of start
- Action required by the candidate if any

### **Induction**

Planning for induction is important in order to enable new employees to successfully join the team. Initial induction would include

- Introductions to colleagues and line manager
- Introduction to main duties and responsibilities
- Premises tour and health and safety issues
- Hours of work, holiday planning and sickness reporting
- Supervision arrangements
- Training and meetings and
- Introduction to work station, specific equipment or IT