HIRE WELL BY CAREER CALLING

Offer letter outline

An outline of what to cover when you offer someone a job in writing. It is not a contract and not legal wording.

Important. Get advice before you send an offer or contract. An offer and an employment contract have legal effect, and the right terms depend on the award or agreement, the type of employment and your business. Talk to an employment lawyer, your industry association or the Fair Work Ombudsman. This outline is general information, not legal advice.

The basics

[ ] The person's name and the position title

[ ] Start date, place of work and who they report to

[ ] Employment type: full-time, part-time, casual or fixed term (and the end date for a fixed term)

[ ] Hours of work, or how hours are set for part-time and casual work

Pay and conditions

[ ] The award or agreement that applies, and the classification

[ ] Pay rate, how often they are paid, and that super is paid on top where it applies

[ ] Any allowances, penalty rates or overtime arrangements

[ ] Leave, by reference to the National Employment Standards and any award or agreement

[ ] Probation period, if you use one, and how it will be reviewed

What comes with the offer

[ ] The Fair Work Information Statement

[ ] The Casual Employment Information Statement, for a casual employee

[ ] The Fixed Term Contract Information Statement, for a fixed term contract

[ ] The position description

[ ] Any workplace policies they need to read

[ ] Any conditions of the offer, such as a right to work check or a licence check

Accepting the offer

[ ] How to accept and by when

[ ] Who to contact with questions

[ ] A place for both of you to sign and date