

Making an Offer

There are a number of things that contribute to an offer of employment being declined:

- Don't be tempted to offer someone a position in an interview
- Offers made after just one face to face interview are often declined
- Don't offer a lower salary than the salary we agreed with the candidate prior to you conducting your 1st and 2nd stage interviews

Don't be tempted to offer someone in an interview

Discussing money can be awkward. It's much better to leave the presentation of an offer to us, after all we've built a relationship with the person we've introduced and have information about other interviews that have been attended, their approximate locations and salary on offer – we can help someone weigh two offers up fairly and will do our best to present your opportunity in the most favourable way possible.

Offers made after just one face to face interview are often declined

For most, the process hasn't taken enough time. People like to think things through for a week or so while they're attending 1st and 2nd interviews – they need to think carefully about the company and the role they've interviewed for and it's responsibilities and how joining you and your business will be financially rewarding, interesting and good for their career.

Those that have had to fight to get a job are also more likely to accept than those that are offered without needing to show much effort. Second interviews are good for everybody.

Don't offer a lower salary

The salary offered should be no lower than we agreed with the candidate prior to you conducting your 1st and 2nd stage interviews - lots of companies offer exactly what an interviewee has initially asked for. If the person you've interviewed is lucky enough to be choosing between your lower offer and another offer presented by another

company that is exactly what the candidate is looking for, understandably, the candidate is likely to take the higher offer.

Why blow everything for the sake of offering £1,000 less than someone's ideally looking for – it will cost you time, effort and money. It's stressful and draining to start the entire recruitment process again.

We advise those we introduce to be realistic about salary. If we think someone is being too ambitious, we'll make that clear. We won't introduce someone if we think salary expectation is unrealistic.

Writing an Offer letter

No one resigns from their job until they have an offer of employment in writing. Delays are difficult to explain to someone when a delay becomes too long and goes onto become a disappointment. It is essential that an offer letter is generated and sent as soon as possible.

The early arrival of someone's offer letter is nothing but a good sign to someone who is looking forward to joining your team and it underlines your seriousness. A delayed offer letter suggests loss of interest and lack of urgency which can sometimes affect the way someone feels about their decision to change job and join your company.

Don't let someone else cause delay and make absolutely sure that details are accurate, job title is correct, salary and bonuses are properly explained and avoid any possibility of misinterpretation.

Resignation and notice period can be difficult stages of the recruitment process and leaving doubt in someone's mind or failing to deliver on time may unsettle those that could be convinced to stay by their existing employer.

With resignation often comes a counter offer. A one month notice period can provide an existing employer with sufficient time to overturn someone's decision to leave – don't run the risk of failing to send something as simple as a well written offer letter with full and correct details. Delay can spoil a very smooth three-week process and your chances of the right person joining your team.

