



Offer Letters for Hiring Managers

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This article gives a few suggestions for letters of offers. It is not meant to go over the obvious but to bring up a few points you may not have thought of.

First, do not state the salary as an annual amount. If you state you will pay them \$104,000 a year and you fire them or lay them off after 6 months you may be liable for the full \$104,000. Indicate you will pay them \$2,000 per week (if you pay weekly).

Second, only give them two (2) to three (3) business days to make a decision. I have a separate article on this topic (www.qcitech.com) with further details however if this is the correct candidate they should be able to make a decision in that amount of time.

Third, insist on a start date in two weeks, don't give them a month. If they are employed then two weeks is the accepted amount of time to give notice, if they are unemployed it is certainly sufficient to get organized.

- If they do not start – and you gave them a month then you have to start your hiring process all over, the back up candidates are probably gone
- If they need more than two weeks they may be out looking for a better offer or a counter offer.

After they accept the offer you should have an on-boarding process set up. I have a separate article on this subject (www.qcitech.com), a couple of key points from it are to touch base with the candidate during the two weeks and have everything set up for them so they hit the ground running on the first day.