Making the job offer

What does making a job offer involve?

Once you have selected someone who is right for the job it is time to make them an offer.

Call the successful person and offer them the job. If they accept, ask them to meet with you as soon as possible to look over an employment agreement, or if they live some distance away send them a copy of the agreement. Either way, you need to discuss each section of the proposed agreement to ensure that it is clearly understood. If you both understand the expectations clearly then the chance of a successful and productive relationship is much greater.

What are my legal obligations when making a job offer?

Because the employment agreement is a legal document an applicant MUST be given time to seek legal advice and negotiate the terms of the agreement. One week is generally considered an appropriate amount of time. Never pressure the applicant into signing.

What should I tell unsuccessful applicants?

It is professional to let applicants you have interviewed know of your progress in making a decision, especially if they ask. However do ensure you keep great applicants onside as your first choice person may not accept the job!

Once the successful applicant has signed the employment agreement then it is good practice to inform the unsuccessful applicants of the outcome in writing.

Tips when making the job offer:

Remember that most farm positions are advertised at a similar time of year. This means that job seekers are rapidly entering and leaving the job market as they find a new position. Because of this timing is critical and the entire recruitment process needs to be completed reasonably quickly. You don’t want to lose your top applicant because you weren’t prompt in presenting a job offer!