

## **Job Offer**

An offer of appointment/job offer can be made once the interview panel has made a decision about the preferred candidate. The offer must be conditional on the satisfactory completion of the pre-employment checks.

*See the Pre-Employment Checks factsheet for further information.*

### **Contacting the successful interviewee**

It is important to contact the successful interviewee on the same day as the interview or as soon as possible afterwards.

A telephone call or face to face conversation is acceptable in the first instance however this should be followed up an offer of employment made in writing.

The written communication/letter should include the following as a minimum:

- The job title and offer of the job
- Employer's name
- Pre-conditions of the employment; such as CRB checks, health checks and references
- Post-conditions of the employment; such as completing a probationary period
- Terms of offer; salary, hours, benefits, pension arrangements, holiday entitlement, employer's details
- Start date
- Any actions the candidate needs to take; confirming acceptance of position, agreement to references
- If the letter forms part of their contract, it should state this or inform the person that they will receive a contract at a later date.

By law, a written statement giving the main terms and conditions of employment is required.

If the successful applicant does not accept the position, the interview panel can either refer back to the interview assessment scores and offer the position to another interviewee or decide to repeat the recruitment process.

### **Contacting unsuccessful applicants**

For the interviewees who were unsuccessful, they should be contacted to inform them that they were not successful.

## **Giving feedback**

Feedback to unsuccessful applicants should always be positive and constructive and focus on aspects they could reasonably improve for future success. When giving feedback, individuals should be treated courteously and fairly.

Referring to the interview assessment form will enable a fair assessment of where the applicant performed well and any areas of weakness. Feedback can only be given on the performance of the individual and not on the individual as a person.

It should be made clear that the feedback given is through a joint decision made by the interview panel and not just one person's opinion.

Feedback can be requested and given in writing or over the phone.

If the applicant is not happy with the feedback you give, you should advise them to write to the setting manager or committee. This should then be replied to promptly with the reasons for them being unsuccessful, but maybe in more detail.

## **Useful organisations**

**Acas** Independent advice, guidance and training for employers and employees  
[www.acas.org.uk](http://www.acas.org.uk)  
National Helpline 08457 47 47 47

**Childcare Workforce Development Council (CWDC)**  
[www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)  
Safer Recruitment Training Helpline 0300 123 0886