Before sending an offer

- [ ] Salary and title approved
- [ ] Pay meets minimum wage and overtime rules
- [ ] Start date agreed with manager
- [ ] Benefits wording matches plan documents
- [ ] Conditions clearly stated
- [ ] At-will or contract wording reviewed for jurisdiction
- [ ] Candidate name and details correct
- [ ] Acceptance deadline set
- [ ] Attachments included
- [ ] Copy saved to personnel file

Notes

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