



Post offer care checklist

Managing the journey from acceptance through to the candidates first day is vital, our post offer care checklist is designed to guide you through this process.

The post offer care checklist is about providing the best possible experience to the candidate and ensuring a successful journey to joining your company. This will demonstrate your commitment to a positive employment journey, establishes trust and reaffirms their decision to join your company and be part of your journey.

1. Welcome Communication
 - Send a welcome email to express your excitement and interest in their upcoming journey with you
 - Introduce key team members and provide contact details for any questions or relevant information
2. Onboarding details
 - Provide a comprehensive onboarding package detailing the first week's schedule, training sessions and any preparation / information needed
 - Clarify any onboarding procedures if applicable
3. Regular communication
 - Ensure there is regular communication and touch points with the candidate, ensuring the candidate is still on track to join as agreed, they have everything they require
 - Keep them informed in regards to any relevant changes, projects or achievements at the company, especially that may affect their role
4. Prepare for success
 - Set up introductory meetings with team members that they will work closely with
 - Ensure their workplace, IT, resources and equipment are ready for his first day
5. Address concerns
 - Maintain an open line of communication to address any concerns they may have
 - Address any challenges they may have or encounter
6. Counteroffer
 - Re-emphasize the candidates original motivations for moving jobs and their interest in joining (Company name)
 - Discuss the unique value proposition of joining (Company name) and reaffirm the reasons they chose to join