RECRUITMENT AGENCY LAUNCH PROGRAMME · CLOSE THE OFFER

# Offer and resignation checklist

Hold a candidate from accepted offer to first day, the stretch where placements are most often lost.

## 01 Before the offer lands

Most placements are lost to a counter-offer nobody prepared for. Do that work before the offer, not after.

- [ ] Agree the number and package the candidate will actually accept.
- [ ] Talk through the counter-offer their employer is likely to make, and why they are leaving anyway.
- [ ] Confirm they are genuinely ready to resign before you put the offer forward.

## 02 Through resignation and notice

The notice period is where second thoughts creep in. Stay close.

- [ ] Brief the candidate on resigning professionally, in writing, with a short notice letter.
- [ ] Expect the counter-offer and pre-empt it, rather than reacting once it arrives.
- [ ] Stay in contact every week through the notice period.
- [ ] Sort the practical start-date logistics early.

## 03 Lock it down

Get it in writing, on both sides.

- [ ] Confirm the offer and the start date in writing to both candidate and client.
- [ ] Note anything conditional, such as references or background checks, and track it to done.
- [ ] Keep the candidate warm right up to day one.

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