

Emma Ford: Contract Check List

Below are a few things to think about when you receive/agree a contract of employment.

Check list

1. Ensure you understand the format of the contract, if it's a verbal contract be clear what you are agreeing to.
2. If the contract is verbal, write the details down while you are on the phone, take your time.
3. If someone calls to make you a job offer and you are not in a sensible place to take the call (i.e. on a train), ask if you can call them back, and remember this conversation is a contract.
4. Be clear what is expected of you.
5. Ask for confirmation in writing as soon as possible.
6. Ensure what you have agreed verbally is reflected in writing, check your notes.
7. Don't agree to the contract unless you are 100% happy with it, don't be pressurised.
8. Remember the company wants you, this is why they have offered you the job, be clear about your requirements.
9. Ask how long you have to sign and return any documents.
10. Understand the areas of the contract which enable the company to withdraw the offer i.e. poor references, not passing a medical.
11. Read **ALL** the documents you are sent, not just the first two pages.
12. Ask questions.
13. Understand the terms and conditions of the contract (Written Statement of Employment) i.e. pay, hours of work, notice periods.
14. Does the contract outline development/training offer?
15. Keep a copy of any documents you sign and return.