**Employment Offer Policy and Procedure**

This policy compliments and supplements [Company Name]’s recruitment and selection policies and provides guidance in extending an offer of employment to a candidate. Employment offers are commitments on behalf of [Company Name], and the company must ensure that every offer made to an individual complies with our internal policies and federal and state legal requirements.

The only individuals authorized to commit the company to an offer of employment are the president, business unit vice presidents and the director of human resources.

The human resources department will be advised by the president’s office or the appropriate business unit head of the need for an offer of employment letter and the recommended start date. HR will the contact the candidate to discuss the forthcoming written offer of employment and prepare all required supporting materials.

A conditional offer of employment will be made when a background check, drug screen or other pre-employment requirement is necessary. All offers of employment must expressly include at will employment language.

Offer letters must be signed by the president, a business unit vice president or the director of human resources.

Candidates will be given up to seven days to consider an offer of employment. Extensions may be granted when circumstances warrant. Failure of a candidate to respond within the specified time frame or to request an extension will result in withdrawal of the employment offer.

Any adjustments to the initial written offer of employment sent to the candidate must be made in writing and approved by original signee of the offer letter.