

(Insert letterhead here)

Date:

**RE: CONTINGENT OFFER OF EMPLOYMENT**

**Name of  
employee:**

Dear (New Hire Name),

Congratulations! (Company) would like to offer you a position as an exempt status (Title). The terms and conditions of your employment are outlined below:

- A copy of your job description is attached to this offer letter.
- Your weekly rate is \_\_\_\_\_, equivalent to \_\_\_\_\_ annually.
- This offer is contingent on clearing of a background check, drug screen, and professional references.
- You will be eligible for individual health, dental, vision, and supplemental insurance benefits on your hire date.
- You are on a 90-day introductory period which will end (Date).
- Your PTO accrual is immediate; however, you are not eligible to use PTO during your introductory period. Any time off taken during the introductory period will be unpaid. If the time off has not been approved by your direct supervisor and your time off supervisor, it will be considered an Unscheduled Time-Off incident (UPTO). If you obtain 2 UPTO incidents during this time you will be subject to an extension of your introductory period and/or (Company) progressive disciplinary process, which may include termination.
- Your time off supervisor is (Manager's Name). All time off must be requested through (Payroll/Time off portal) time and attendance system.
- Your hours are Monday through Friday from 8:30 am to 4:30 pm with a one-hour lunch break.
- You will be reporting directly to (Manager's Name) and assigned mentor.
- Your start date is \_\_\_\_\_.

Your employment with (Company) is at will. Nothing contained in this offer letter is to be construed as altering your at-will status. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company; likewise, you may resign for any reason at any time. For a complete list of (Company) policies and procedures please refer to the employee handbook.

X \_\_\_\_\_  
(Name & Title) Date

X \_\_\_\_\_  
(Name & Title) Date

**COMMISSION STRUCTURE OF (COMPANY & Title):**

Insert image of Commission Structure and or pay.

Please be advised that the commission structure and job duties are subject to change at any time with or without notice at the discretion of management.

X \_\_\_\_\_  
(Name & Title)                      Date

X \_\_\_\_\_  
(Name & Title)                      Date

## **JOB DESCRIPTION: (Company)**

### **Reports to (Manager's Name)**

### **Summary/Objective:**

The (Title) helps assign contract employees whose skills match client's temporary/contract needs. The (Title) is primarily responsible for managing candidate relationships and meeting weekly KPI.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Delivers high-quality service to contract employees by matching employees' skills with client's needs.
- Develops and retains business by providing outstanding customer service.
- Performs a variety of administrative tasks that support the overall mission of quality performance and service.
- Performs a variety of tasks unique to each specific contract employee.
- Obtains the necessary pre-employment documentation, required personnel information, and maintains documentation following (Company) procedures within company's CRM.
- Comprehends complex job orders.
- Responds to, and prospects for job orders efficiently.
- Partners with Account Managers to determine hot jobs/urgent staffing needs.
- Analyzes resumes accurately.
- Conducts candidate reference checks. Uses candidate reference checks to develop additional business opportunities.
- Uses recruiting tools such as the company's CRM and/or social media to source and maintain a pipeline of qualified contract employees.
- Conducts pre-interviews with candidates to evaluate their qualifications for assignments.
- Makes submittals to Account Manager for interviews with facilities.
- Troubleshoots to resolve problems or complaints of clients and/or contract employees.
- Builds professional relationships with customers, contract employees and staff.
- Asks appropriate questions to pre-close candidates.

### **Competencies:**

- Ability to Uphold (Company) Core Values
- Clear and Concise Written and Verbal Communication
- Ethical Practice
- Relationship Management
- Strong Negotiation Skills
- Coachable and Adaptable
- Time Management

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Position Type and Expected Hours of Work:**

This is a full-time exempt status position. This position may require extended hours.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Acknowledgements:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**At Will Statement:**

Your employment with (Company) is at will. Nothing contained in this offer letter is to be construed as altering your at-will status. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company; likewise, you may resign for any reason at any time. For a complete list of (Company) policies and procedures please refer to the employee handbook.

**Signatures:**

This job description has been approved by all levels of management:

X \_\_\_\_\_  
(Name & Title) Date

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

X \_\_\_\_\_  
(Name & Title) Date