

## Offer Management - Activities

Now it's getting really serious. Offer time is (almost) placement time.



Complete the following activities to help you keep on track:

Download the offer management form.

Use the offer form for every offer you take down from either an account manager or the end client.

Remember the golden rule – ALWAYS trial close the candidate on accepting before you share the details of the offer.

Go through your current candidates in process – how clearly can you define the offer it would require for each candidate to accept if offered? Offer management starts at the beginning and is an on-going process all the way through to the end. The better you are at revisiting your candidate's expectations, the less surprises you will encounter in the future.