



Ipurangirototo

Staff intranet



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Offers of employment

The process for making an offer of employment and what needs to be included with the offer.

Before you make the offer

Before you make an offer of employment ensure all relevant [pre-employment verification checks](#) have been undertaken, as far as possible, and are satisfactory. Then contact the preferred candidate and make a verbal offer. Confirm this offer with a letter.

General staff positions


If you are the appointing manager, select the appropriate [letter template](#) and prepare the letter of offer and extend it to the preferred candidate via email or in print.

Academic staff positions

Permanent and fixed-term offers for more than six months are prepared and sent out by your [HR contact](#). All fixed-term offers of less than six months and offers to tutors and other teaching and research support staff are prepared by schools.

Offers of employment

An offer of employment that is made to a prospective employee should include the following documentation in the offer pack:

- two copies of their letter of offer (including the [Employment New Zealand form \(PDF\)](#)  at the end of the letter)
- a copy of the relevant collective agreement where the work is covered by a collective, or, if not, a copy of the intended individual employment agreement (IEA)

- a copy of the role description for appointments over six months, or if appropriate (e.g., where the letter of offer does not contain a detailed description of duties to be performed)
- [a new employee starter pack \(PDF\)](#), including new employee form, tax IR330 form, and KiwiSaver KS2 form.
- [TEU Information \(PDF\)](#), on its role and functions (this must be provided to all prospective employees whose work is covered by a collective agreement).

Additionally, if the prospective employee is expected to be commencing their first employment role at the University (or if you are unsure whether this is the case), enclose a copy of the [new staff guide \(PDF\)](#).

Advise unsuccessful candidates

Once the offer has been accepted you need to notify the unsuccessful candidates as soon as possible. If there are delays in getting an acceptance, let the other candidates know that an offer is being considered by the preferred candidate and that you will get back to them if it is not accepted.

Notify the interviewed but unsuccessful candidates in person and then confirm with an email. Where possible, all unsuccessful applicants should be advised they have been unsuccessful at the earliest opportunity to ensure a positive candidate experience.

Downloads

[PDF](#) [TEU Information \(83.7 KB\)](#)

[PDF](#) [New employment starter pack \(345.1 KB\)](#)

[PDF](#) [New employment starter pack checklist \(153.2 KB\)](#)

Related links

[Pre-employment verification checks](#)

[Letter of offer templates](#)

[Employment agreements](#)

HR contact