

Offer Management & Closing Guide

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds an offer-management and closing approach — offer structuring, candidate engagement, counter-offer and drop-off prevention through to joining. Use it to reduce offer-to-join loss. For candidate experience use the Candidate Experience Plan.

Purpose of this tool & output

Close candidates and prevent drop-offs

How the output is used

Use it to close candidates and prevent drop-offs — an offer management and closing guide across offer, counter and joining.

Important cautions

In hot markets, offer-to-join drop-off is high — pre-close throughout the process and stay engaged through the notice period rather than relaxing after acceptance. Always keep backups warm. Engage honestly; pressure tactics backfire and harm your reputation.

Companion documents

- Sourcing Strategy
- Job Description Builder
- Boolean / Search String Builder
- Candidate Screening & Shortlisting Guide
- Interview Kit & Evaluation Scorecard
- Assessment Design

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.