

## The Offer

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Prior to making a verbal offer, [contact your HR Consultant](#) [1] to discuss the outcome of your selection process, as well as the appropriate starting salary, benefits provisions, vacation entitlement and desired start date. A verbal offer is legally binding, so be clear on these factors in advance of discussions with the preferred applicant.

Following verbal acceptance of the position by the candidate, notify your HR Consultant with the details so that a formal offer letter can be prepared. The candidate will be asked to confirm their acceptance, in writing, to Human Resources.

Once an offer has been accepted, thank the interviewed applicants for their participation and indicate the outcome. Confidentiality of information provided by other applicants must be respected and protected. If an unsuccessful candidate requests feedback, consult your HR Consultant before replying.

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**Source URL:** <https://www.uoguelph.ca/hr/managers-recruitment-selection-orientation/offer>

### Links

[1] <https://www.uoguelph.ca/hr/node/4317/>