

## **Request to Offer Checklist**

- \_\_\_\_\_ 1. Fully Completed Request to Offer.
- \_\_\_\_\_ 2. Draft Offer Letter (Use templates online for specific required wording)
- \_\_\_\_\_ 3. Criminal Record Disclosure Form
- \_\_\_\_\_ 4. Interview Report Form
- \_\_\_\_\_ 5. Sample Interview Questions
- \_\_\_\_\_ 6. Top Applicant's Application Files (at least top 3 whether interviewed or not) with completed Recruitment/Employment Checklists