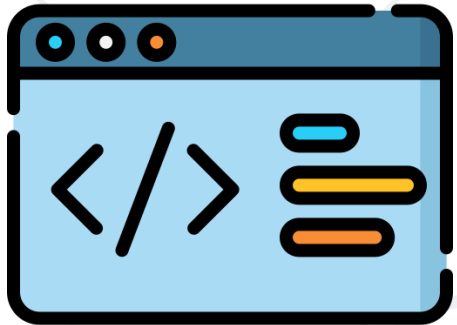


# The Job Offer

Job Offer, Contract, Conditions, Confirmation



SoftUni Team

Technical Trainers



**SoftUni**



Software University

<https://softuni.bg>

# Table of Contents

1. Review of the **Hiring Process**
2. What Does a **Job Offer** Entail?
3. **Employment Contract** in a Software Company
4. **Typical Conditions** in the IT Industry
5. **Confirmation** of the Offer

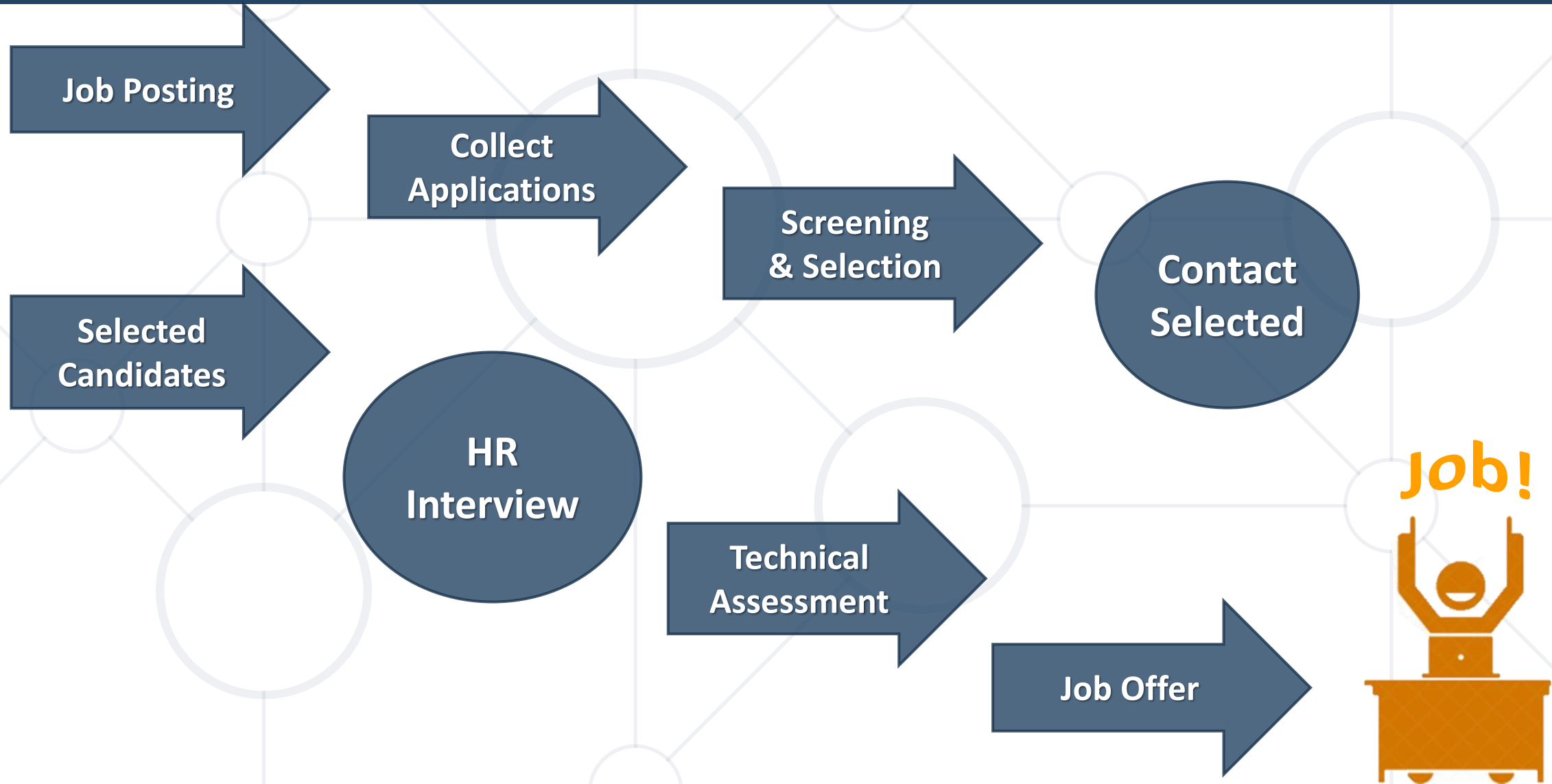




# **Review of the Hiring Process**

Taking a Second Look at Hiring in the IT Industry

# IT Recruitment Process



# The Road Ahead in the IT Industry

- Those who passed all the steps from the **Recruitment Process** still have a bit more to go
- The final step is the **job offer** that the candidate will receive
- In case an agreement is reached, the candidate usually begins his **probationary period**
- Upon successfully completing their probationary period the candidate transitions to **full-time employment**





# **What Does a Job Offer Entail?**

**A Comprehensive Guide to Evaluate Employment Proposals**

# Job Description and Responsibilities

- The job description entails **detailed information** about the position
- Key **responsibilities** and **tasks**
- Required **skills** and **qualifications**
- Expected **outcome** and **goals**
- Career path **opportunities** and **advancement possibilities**
- Explanation of the company **culture** and **values**



# Contract and Notice Periods

- There are **temporary** or **permanent** contracts
- **Trial** periods and their duration
- **Notice** periods and their duration
- Details about **contract** renewals
- Details about **non-compete** clauses and **confidentiality** agreements
- Information about **benefits** such as retirement plans, stock options or profit-sharing





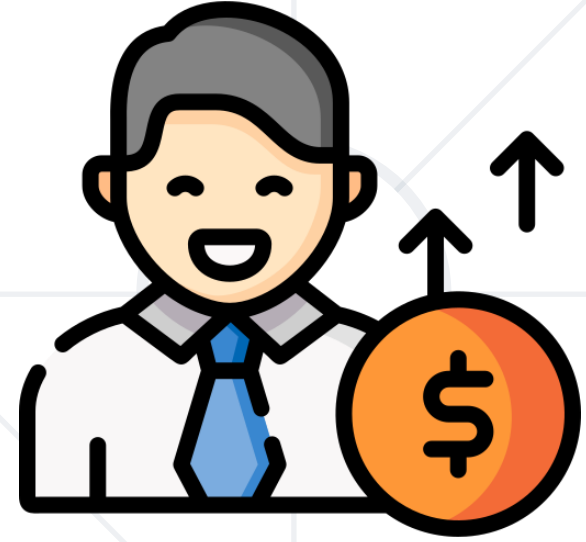
# Working Conditions and Benefits

- Working hours – **full-time/part-time**
- Work schedule – **on-site/remote/hybrid**
- Vacation days and **sick** leave
- Additional **benefits** – health insurance, meals, sports etc.
- Details about available **training** and **professional development** opportunities
- Paid **teambuilding** activities once or twice a year, aimed at enhancing team collaboration



# Starting Date and Salary

- **Negotiation** period for salary
- **Starting** date and any required paperwork
- Any required **onboarding** steps before starting the position
- Information about potential **increases** or **bonuses** based on performance
- How the salary will be paid – **weekly, monthly direct deposit**, etc.



# Required Documents for Starting Work

- **Employment Record Book** – a document that records a person's work history
- **Medical Certificate** – a document that confirms a person's medical condition for work
- **Criminal Record** – a document that provides a person has no criminal convictions
- **Copy of ID Card** – a document that confirms a person's Identity
- **Diplomas/Certificates** – documents that show a person's academic or professional qualifications



# **Job Offers in IT Companies**

Exploring IT Company Job Offer - Example



# Typical Conditions in the IT Industry

Insights Into the Common Practices

# Probationary Period in the IT Industry

- 3-6 month probationary period to assess employee **fit**
- Company can **terminate** without notice if expectations not met
- Opportunity for employee to learn about company **culture**, **values** and **expectations**
- Use the period to assess job **fit**, including **work-life balance**, **salary** and **responsibilities**

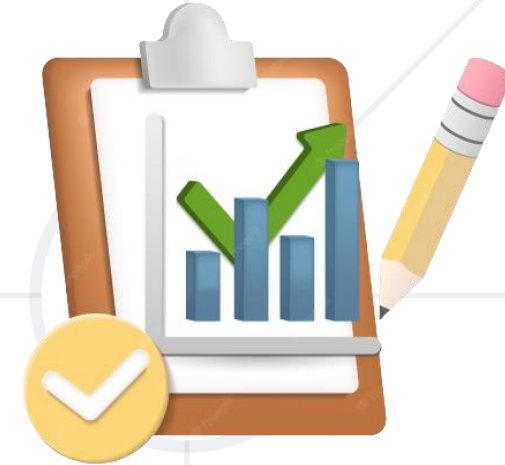


- Notice periods of **1** or **3 months** (on rare occasions **6**) are common in IT, based on company policy and employee level
- Notice period provides time for **transition** and finding **replacement/job**
- Employee **works** as usual and hands over tasks during notice period
- Use notice period to maintain **relationships**, leave **positive impression**



# Performance Evaluations in IT Industry

- Performance evaluations occur every **4-8** months for feedback and assessment
- Prepare for **evaluation** by reviewing job description goals and achievements, and seeking feedback
- Evaluation is a chance to discuss career goals, **strengths** and **weaknesses** with manager
- Evaluation can lead to **promotion**, **raise**, or **development plan** based on company policy and performance







# Performance Evaluation in IT Industry

Exploring Performance Evaluation in IT Industry - Example



# Confirmation of the Offer

The Confirmation Process – What Should I Know?

# Confirmation of Job Offer

- Standard practice for candidate is to **confirm** offer via email and follow instructions
- Instructions may include **signing** the contract, providing **documents**, etc.
- Ensures candidate is **committed** to accepting the job offer
- Begins the **onboarding** process for the candidate



# Declining a Job Offer

- Candidate can **decline** the job offer if it is not a good fit
- Candidate may call the employer to **discuss reasons** for declining
- Being **honest** and **polite** is important to maintain a good relationship
- Declining a job offer should be done **professionally** and as soon as possible to avoid wasting the employer's time



# Negotiating a Job Offer

- Negotiating for higher pay or benefits is possible but not always **recommended**
- For first job, it's best to focus on **learning** and gaining **experience**
- Research salary **expectations** for the role and industry before negotiating
- Be prepared to explain why higher pay or better benefits are **warranted** based on skills and experience



# Negotiating a Job Offer

- If negotiating, be **respectful** and **professional** in all interactions
- Listen carefully to the employer's concerns and be willing to **compromise**
- Be prepared to **walk away** if the employer cannot meet the negotiated terms
- Remember that the goal is to reach a **win-win** situation for both the candidate and the employer





# **Employment Contracts in IT Companies**

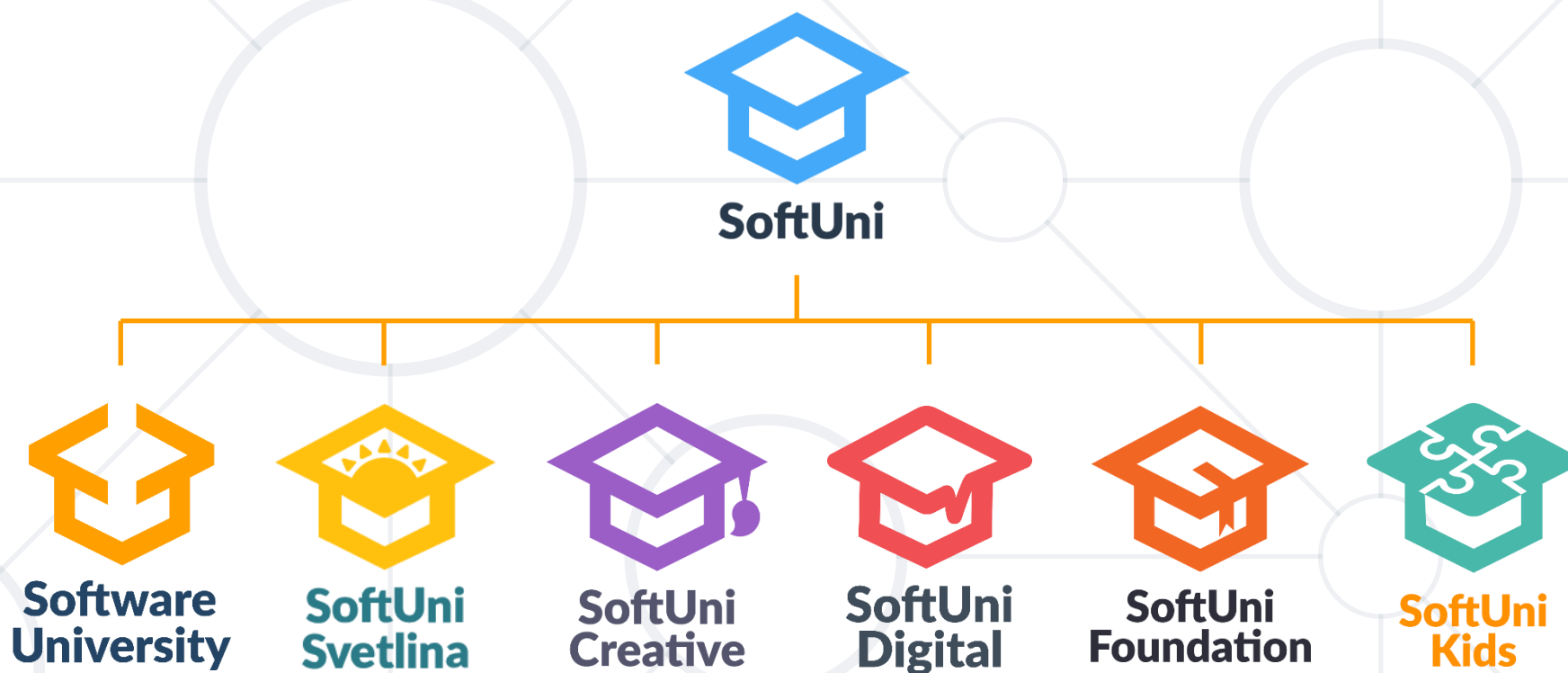
Exploring IT Company Employment Contract - Example

- **Review** of the hiring process
- What does a job offer **entail**?
- Employment **contract** in a software company
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# Questions?



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