

5 steps to creating a winning job offer

One in six job candidates rejects a job offer after they receive it.¹ Using all the tools in your talent suite can help you create an offer that stands out and gets that “Yes!” you’re aiming for.



1. Be about the details

Don't leave them guessing!

- Include all the details such as job title, role expectations, salary, benefits, work location, and acceptance deadline.

ADP® Recruiting Management helps you deliver a personalized candidate experience from initial outreach to extending the job offer and beyond.

[Learn more!](#)



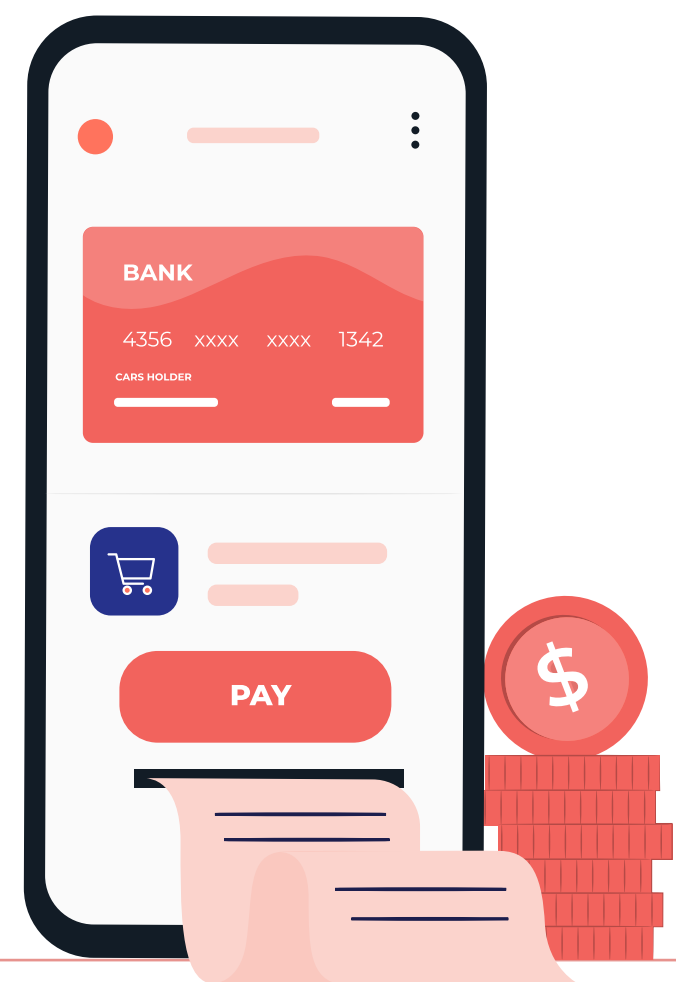
2. Be clear about compensation

- **Salary transparency and growth opportunities are key.** Share where the candidate’s salary falls in your salary band as well as what the future can look like.
- **List all your awesome benefits** such as unlimited vacation time, wellness funds, work-from-home stipends, etc.

ADP DataCloud, ADP Compensation Management, and ADP Benefits can help you create fair, transparent compensation packages.

Supercharge the candidate experience by offering personalized lifestyle benefits that they can choose from with **Fringe**.

[Learn more!](#)



3. Be inclusive

Emphasize a strong connected community.

- Include best practices for staying connected with their managers and teams.
- Share how the candidate will contribute to the company’s overall success

StandOut® by ADP helps you uncover your team members’ superpowers and where they can make the biggest impact within your organization.

[Learn more!](#)



4. Be future-ready

Serve as their co-pilot.

- Include a sample career path for their role that includes milestones and actions.
- Provide brief examples of customized learning programs and resources.

ADP Performance Management puts employees in the driver’s seat of their careers by collaborating with managers to map personalized career plans.

With a plan in place, **ADP Learning Management** can connect employees with development opportunities that align with their goals.

[Learn more!](#)



5. Be creative — cue the fun!

Showcase your company's unique culture.

- Include the candidate’s name, photo, and a warm welcome.
- Mention fun company events and perks such as monthly wellness days, Summer Fridays, the annual chili cook-off, etc.

Need help hiring top talent?

ADP’s flexible RPO solution and AIRS®-certified pros can help!

[Learn more!](#)

Discover ADP Talent

Learn how ADP’s full talent suite can help you land, hire and nurture the right talent.

[Learn more!](#)