

JobTIPS



Job Offer Worksheet

Here is what you need to know when you accept a job offer:

1. What is my starting pay? _____
2. On what date do I start work? _____
3. What time should I arrive at work? _____
5. What time do I leave work? _____
6. Where do I go on the first day of work? _____

7. Do I need to complete any other paperwork before I start the job?
