



MYNDORE

EXECUTIVE SEARCH

NAVIGATING OFFERS, CLOSE & ONBOARDING

Offer & Close Checklist

Purpose

This checklist supports employers in securing preferred candidates while reducing offer fallout risk. It is designed to ensure clarity, alignment, and momentum through the offer and close stage.

Pre-Offer Alignment

- Confirm role scope, success outcomes, and priorities
- Align internally on compensation, benefits, and flexibility
- Agree decision-makers and approval timelines
- Validate start date expectations

Candidate Readiness Check

- Confirm motivation and interest level
- Understand competing processes or offers
- Explore concerns or hesitations early
- Validate notice period and constraints

Offer Construction

- Base salary aligned to market intelligence
- Bonus / incentive clarity
- Equity or long-term incentives (if applicable)
- Benefits, flexibility, and working pattern clarity
- Clear role mandate and expectations

Offer Presentation

- Offer delivered verbally before written confirmation
- Rationale explained, not just numbers
- Space given for questions and reflection
- Clear timeline for response

Risk Indicators to Monitor

- Delayed responses

- Shifting priorities or scope questions
- Counter-offer signals
- Ambiguity around motivation

Closing Actions

- Address objections directly and transparently
- Reinforce purpose, leadership, and growth opportunity
- Maintain momentum until acceptance

Myndore Insight

Most offer failures occur due to misalignment, not money. Strong closes focus on clarity, confidence, and trust.