

# EMPLOYMENT CONTRACT CHECKLIST

## For Job Candidates

Employment contracts can vary significantly between employers. In most jurisdictions, labour laws require certain Key Employment Terms (KETs) to be included in employment contracts. You can usually find these KETs on the website of your local labour bureau or manpower ministry.

Use this checklist to ensure you have a clear understanding of your employment terms. These are common items to look out for, but remember that they may not be standard across all contracts. Review each item carefully and mark it off as you go.

## Compensation

<b>Salary</b>	Verify annual or hourly wage and payment schedule. Example: \$100,000 gross annually paid monthly.	<input type="checkbox"/>
<b>Bonuses &amp; Incentives</b>	Check eligibility, performance metrics, and payment schedule. Example: 10% annual performance bonus.	<input type="checkbox"/>
<b>Equity &amp; Stock Options</b>	Review number of shares/options, vesting schedule, and exercise conditions. Example: 1,000 shares vesting over four years.	<input type="checkbox"/>
<b>Overtime Pay</b>	Confirm eligibility conditions and, if applicable, overtime pay rate. Example: 1.5 times hourly rate for overtime.	<input type="checkbox"/>

## Benefits

<b>Health Insurance</b>	Review coverage details, premiums, co-pays, and out-of-pocket maximums. Example: 80% premium covered by employer.	<input type="checkbox"/>
<b>Retirement Plans</b>	Examine plan options, employer match, and vesting periods. Example: 50% match up to 6% of salary.	<input type="checkbox"/>
<b>Paid Time Off</b>	Check vacation days, sick leave, personal days, and accrual rates. Example: 15 vacation days per year.	<input type="checkbox"/>
<b>Additional Benefits</b>	Look for life insurance, disability insurance, wellness programs, and other perks. Example: Gym membership reimbursement.	<input type="checkbox"/>

## Job Responsibilities

<b>Job Title &amp; Description</b>	Verify job title and ensure description aligns with role. Example: Senior Data Analyst, responsible for tasks such as data modelling and statistical analysis.	<input type="checkbox"/>
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**Duties & Expectations** Confirm key responsibilities and performance expectations. There should be clear benchmarks for success including your KPIs or performance metrics.\*

**Reporting Structure** Check vacation days, sick leave, personal days, and accrual rates. Example: 15 vacation days per year.

## Working Arrangements

**Working Hours** Review your contract or company policies to understand the agreed-upon working hours. This includes regular workday hours and designated break periods.

**Expectations & Communication** Regardless of working arrangements, does the contract clarify deliverables, deadlines, and communication protocols?\*

**Work Arrangement Flexibility** Clarify expectations for remote or flexible working models if these are offered. What are the conditions or requirements that come with these arrangements?\*

## Termination Clauses

**Notice Period** Check notice period for resignation and termination. Example: 30-day notice period.

**Severance Package** Review conditions and details of severance. Example: Two months' salary if terminated without cause. \*

**Non-Compete & Non-Solicitation Clauses** Understand restrictions post-employment. Example: Non-compete within 50 miles for one year.

**Grounds for Termination** Ensure clarity on causes and due process. Example: Gross misconduct defined as theft, fraud.

## Other Considerations

**Probationary Period** Review duration and conditions. Example: Three-month probationary period.

**Intellectual Property** Understand ownership rights of work or inventions. Example: Software developed is company-owned.

**Relocation & Travel** Confirm requirements and compensations. Example: 25% travel, expenses reimbursed.

**Dispute Resolution** Check for arbitration or other dispute resolution methods. Example: Disputes resolved through arbitration.

Notes\*  
The terms listed in this checklist are commonly found in employment contracts, but it's not unusual for some to be absent. In certain cases, these terms may be included in supplementary documents such as employee handbooks, KPI letters, or job descriptions. We recommend reviewing all related documentation to fully understand the terms and conditions of your employment.

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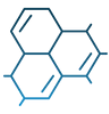
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