

Sample Checklist:

What to Look for before Signing an Employment Contract

Before formally accepting a job offer, please make sure you read and understand *every and each condition* in the employment contract.

Here are a few important things to look for before signing a contract:

Are you hired as an Employee or an Independent Contractor?

Know the difference: <https://alis.alberta.ca/media/2975/contractor.pdf>

What will be my Job Title?

Make sure the job title in the employment contract reflects the work you will be doing.

Job Description (Duties)

Read through the job description and make sure it is accurate and reflects what you agreed upon at the job interview.

What will be my salary?

The salary in the contract should be the one that you agreed upon. The contract should state how often and when you will get paid.

What Employee Benefits will I have?

For example, health, dental, vision, life insurance, pension plans, health spending account, etc. . Check the type of the coverage, whether you will be benefiting at the start or after probation period, etc.

Employment Start and End Dates

Unless it is a permanent job offer, both the start and end dates should be stated in the contract.

What will be my work schedule and where will I be working?

The contract should state your daily and weekly working hours, as well as the address(es) where your work will take place.

What happens if I work overtime?

Check for overtime arrangement and whether and/or how you will be paid for extra hours of work.

Holidays, vacations and sick leave

Look for how many days of vacation and sick leave you will have. Are you allowed to carry any unused vacation leave onto the next year?

Termination Details

When either you or your employer wishes to end the employment relationship, what will be the minimum period of notice to be given?