

	RESOURCE LIBRARY – HUMAN RESOURCES Job Offers	CODE: 04.01.021
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OBJECTIVE:目的:

- To ensure employees are aware of all conditions of the job before they join.
确保员工在入职前了解所有的工作条件。
- To safeguard the hotel in the event of a dispute over conditions or performance at a later stage.
后一阶段对条件或绩效发生争议时保障酒店利益。
- To create a positive and professional impression on future employees.
给未来的员工留下积极、专业的印象。

APPLICATION:应用:

The decision on who to appoint must be made by the candidates' department head.

A standard format for job offers should be drawn up by the Personnel Managers initialed by the Financial Controller and then approved by the General Manager (example in appendix).

The job offer is of great significance to the potential employee and it is important that it reflects our Hotels as a professional company. The name of the candidate should be accurate, the language used must be grammatically correct and it should be printed on an official hotel letterhead.

Department Heads should not make job offers directly, either verbally or in writing to candidates, this is the function of the Personnel Manager. Withdrawing a job offer made in haste for reasons other than legislative ones reflects poorly on the hotel and ultimately on the company.

员工任命必须由候选人的部门主管作出决定。

工作聘书应的标准格式由人事部经理拟定，财务总监草签，然后由总经理批准（示例见附件）。

工作聘书对潜在员工具有重要的意义，伐利亚国际酒店为一家专业性公司十分重要。候选人姓名应准确无误，所用语言不得出现语法错误，并应印刷在酒店的正式信笺抬头上。

部门主管不宜直接以口头或书面形式向候选人发出工作邀请，这属于人事部经理的职能。因立法规定以外的原因草率地撤销工作聘书会对酒店、最终对公司产生不利影响。

STATEMENT OF POLICY政策声明

1. The written job offer for positions up to and excluding category A and B level should be made by the Personnel Manager, copied to the manager responsible. Offers for positions in Category A and B should be made by the General Manager, copying the Area Director and Area Specialist where appropriate.
The successful candidate should receive a job offer within seven days of being interviewed or selected through the agency.

A和B级（不包括）以下职位的书面工作聘书，须由人事部经理发出，并将复印件发给负责的经理。A类和B类职位的聘书由总经理发出，并将复印件发给区域总监和区域专家（若适当）。

成功的候选人应在招聘机构面试或选拔后的七天内收到工作聘书。

2. The job offer may initially be made verbally but must be confirmed in writing immediately.
工作聘书可初步以口头形式发出，但必须立即以书面形式确认。

3. The job offer must include the following: (see format in appendix 8)

工作聘书必须包括以下内容：（见附件8中的格式）

- (a) Job title; Reporting To: 职称；上报：
- (b) Starting date (or expected starting date if awaiting visas)到职日期(或等待签证的预期到职日期)

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(c) Visa Requirements	签证要求
(d) Salary, method and frequency of payment	薪金、支付方法和次数
(e) Hours of work	工作时间
(f) Annual Leave entitlements	应享年假
(g) Duration of contract	合同有效期
(h) Air passage entitlements	空中旅行权益
(i) Probation period	试用期
(j) Medical / Insurance cover	医疗/保险保障
(k) Indemnity	补偿
(l) Notice period required	规定的通知期
(m) Laundry entitlement	洗衣权益
(n) Allowances	津贴
(o) Accommodation entitlement	住宿权利
(p) Meals entitlements	膳食权益

4. A Conflict of Interest Acknowledgement Form must be attached for signature when an offer is being made to a Key Personnel in the category listed in the hotel policy 04.01.010.

发出酒店的04.01.010条政策列出的关键人员类的聘书时，必须附上利益冲突确认表，让此类人员签名。