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Employment contract review checklist



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C O N T R A C T R E V I E W

checklist

Basic terms · Salary: £____ Hours: ____ Holiday: ____ days Start date: ____

Notice period · Yours: ____ Theirs: ____ Garden leave: ☐

Probationary period · Length: ____ Review process: ____

Restrictive covenants · Non-compete: ☐ Duration: ____
Geographic: ____

IP / inventions clause · Work ownership: ☐ Personal projects covered: ☐

Benefits · Pension: ____% Health: ☐ Bonus: ____ Remote: ☐

Queries to raise before signing · _____

R E A D I T · Q U E S T I O N I T · O N L Y T H E N
S I G N I T

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