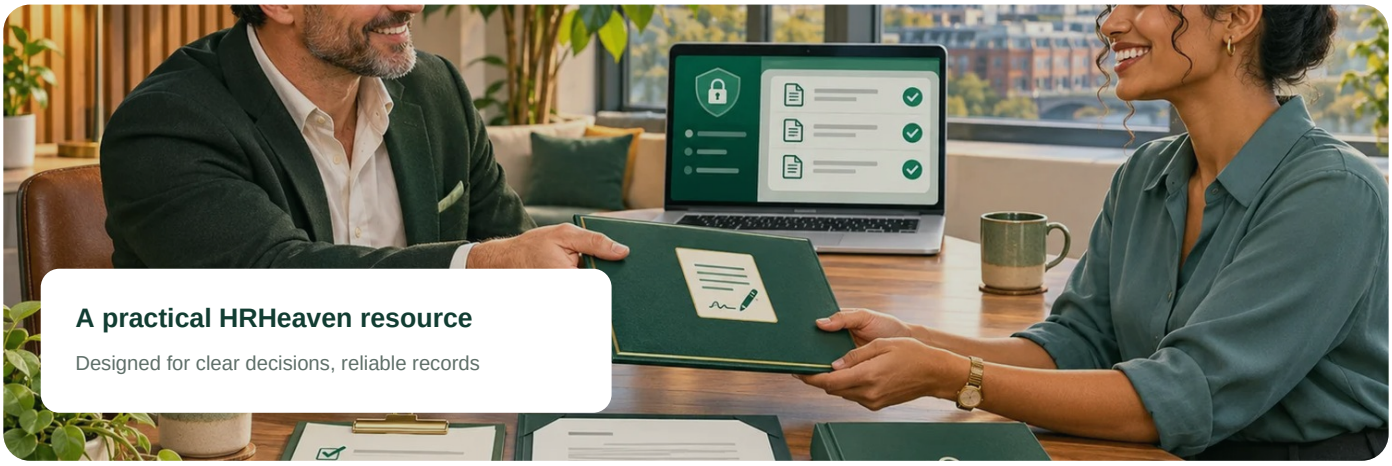
PRE-ISSUE REVIEW

Employment contract quality checklist

How to use this checklist

Use this structured review before issuing or changing an employment contract. Record evidence for every answer and resolve inconsistencies.

Tick each box and type directly into the evidence field, or print and complete by hand.



A practical HRHeaven resource

Designed for clear decisions, reliable records

1 PARTIES — COMPLETE ☐

Are the correct legal employer and employee names recorded?

EVIDENCE / OWNER / REVIEW DATE

2 START AND CONTINUITY — COMPLETE ☐

Are the start date and any continuous-employment date correct?

EVIDENCE / OWNER / REVIEW DATE

3 ROLE — COMPLETE ☐

Do the job title, duties, reporting line and authority match the real role?

EVIDENCE / OWNER / REVIEW DATE

Employment contract quality checklist

Continue your review

Resolve gaps, assign an owner and keep the completed copy with your controlled HR records.

4 **PAY** — COMPLETE ☐

Are the rate, payment interval, variable pay and deductions explained?

EVIDENCE / OWNER / REVIEW DATE

5 **HOURS** — COMPLETE ☐

Are normal hours, days, overtime, shifts and variation rules clear?

EVIDENCE / OWNER / REVIEW DATE

6 **WORKPLACE** — COMPLETE ☐

Are the normal base, remote work, travel and mobility expectations accurate?

EVIDENCE / OWNER / REVIEW DATE

7 **HOLIDAY** — COMPLETE ☐

Is entitlement expressed clearly for the employee's working pattern?

EVIDENCE / OWNER / REVIEW DATE

8 **PROBATION** — COMPLETE ☐

Are length, reviews, extension conditions and notice arrangements clear?

EVIDENCE / OWNER / REVIEW DATE

9 **ABSENCE AND LEAVE** — COMPLETE ☐

Can the employee access sickness, family-leave and paid-leave information?

EVIDENCE / OWNER / REVIEW DATE

10 **NOTICE** — COMPLETE ☐

Are employer and employee notice and any payment-in-lieu terms clear?

EVIDENCE / OWNER / REVIEW DATE

11 **POLICIES** — COMPLETE ☐

Are contractual and non-contractual documents distinguished and accessible?

EVIDENCE / OWNER / REVIEW DATE

Employment contract quality checklist

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12 ROLE-SPECIFIC TERMS — COMPLETE ☐

Have irrelevant clauses been removed and genuine role risks addressed?

EVIDENCE / OWNER / REVIEW DATE

13 CONSISTENCY — COMPLETE ☐

Do the offer, contract, job description, payroll and handbook agree?

EVIDENCE / OWNER / REVIEW DATE

14 ISSUE AND ACCEPTANCE — COMPLETE ☐

Was the correct version issued, explained and acceptance recorded?

EVIDENCE / OWNER / REVIEW DATE

15 REVIEW — COMPLETE ☐

Are future probation, fixed-term, visa or change dates scheduled?

EVIDENCE / OWNER / REVIEW DATE

Priority action plan

Capture the most important follow-up before filing this completed review.

ACTION	OWNER	TARGET DATE

REVIEW OUTCOME

Official sources and review note

GOV.UK - Written statement of employment particulars

Acas - Employment contracts

Review current law and guidance before relying on this resource. This is practical information, not legal advice.