

Offer & Rem Sense-Check Worksheet

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Not legal advice.

This worksheet is HC / commercial hygiene before an offer. Restraints, immigration, tax structuring, and employment-contract wording require qualified counsel and payroll/tax advisers. Divine ICTP does not publish market medians or fee percentages here.

1. Mandate anchor (fill in)

Field	Client entry
Role title	
Grade / band (if graded)	
Brief version / date	
Package ceiling in brief (client figures)	
Flexibility vs hard ceiling	
Hiring manager / offer owner	
Candidate code / initials	

2. Proposed package components (blank — client figures only)

Component	Brief parameter	Proposed offer	Within brief? (Y/N)
Guaranteed / base			
Benefits / TGP elements			
STI / bonus target			
LTI / equity (if any)			
Sign-on / retention (if any)			
Other (car, allowances, etc.)			

Do not invent “market %” on this sheet. If a survey extract is used, name source + effective date below.

Market source (if any): _____ · Effective date: _____ · Peer note:

3. Grade / band & internal peer check

- Proposed package sits inside approved band for the grade (or exception path named)
- Internal peers at same / adjacent grade reviewed (titles, not gossip)
- Equal-value / fairness flags considered with HR (escalate to counsel if material)
- Acting / anomaly history on this seat checked

Peer role (title)	Grade	Rem note (client data)	Relativity concern?

4. Timing & constraints

Topic	Client entry
Notice / earliest start	
RemCo / board date that constrains offer	
Relocation / travel expectations	
Conflicts / cooling-off / non-approach rules	
Background / reference status	

5. Approval path (tick before verbal commitment)

- Hiring EXCO / line approval
- HR / Reward sense-check
- FD / finance (if above threshold)
- RemCo / board (if required by client policy or timing)
- Contract / counsel review (restraints, variable pay rules)
- Named person authorised to make the verbal offer: _____

6. Sign-on & risk flags

Risk	Present? (Y/N)	Mitigation / owner
Sign-on creates peer pressure		
Offer above band without exception memo		
STI/LTI promises not in policy		
Start date clashes with committee calendar		
Confidential search still unnamed in market		

7. Decision

Outcome	Tick
Proceed to verbal offer within brief	■
Proceed only after listed approvals	■
Revisit rem parameters / brief	■
Do not offer	■

Notes:

Completed by / date: _____

Discuss mandate rem parameters and offer timing: jurgen@divineict.co.za · 082 900 2742 ·

www.divineict.co.za Enquire:

<https://www.divineict.co.za/index.html?engagementType=headhunting#contact> Parent guide:

/guides/brief-retained-executive-mandate.html Related: /assets/pdfs/mandate-briefing-checklist.pdf

