Employment contract review in Vietnam

For HR and the hiring manager before issuing, renewing or changing a contract. Compare the proposed wording with the actual job, then record what needs a decision before signature.

Employing entity in Vietnam

Role / team (a job title is sufficient)

01 What is being agreed?

New hire, renewal or proposed change?

Start, expiry or proposed effective date

Contract type and term, probation if proposed, and any earlier agreements

02 Does the wording match the job?

Duties, reporting line, work locations and any regular travel or remote work

Pay, allowances, other payments and pay cycle. What will payroll actually use?

Working hours, shifts, rest days and differences from the proposed schedule

Flag any difference for HR, payroll or the line manager on page two.

Records, approvals and follow-up

Tick each item after reviewing it. For anything missing or uncertain, enter an owner and a due date below. Keep personnel files and copies of identification in your approved HR system.

03 Which records support the review?

- [ ] Current draft, earlier contracts and signed amendments assembled.
- [ ] Job description, offer terms, payroll inputs and actual work schedule compared.
- [ ] Applicable workplace rules, benefits, insurance and training terms reviewed.
- [ ] For a foreign employee, assignment details and work authorisation checked together.
- [ ] Signing authority, signature method and access to signed copies confirmed.

Missing record or mismatch and why it could affect this hire or change

04 Who needs to decide?

Points to agree with the employee, approver and any advice needed before signature

05 Actions before signature or implementation

Open question or action	Person responsible	Due date

Review again if the role, pay, work location or intended start date changes.