

## **Congratulations on your job offer!**

### **Your Online Job Offer:**

Through Online Job Offers, prospective employees can view, decline, accept and complete pending job offers.

This is a comprehensive guide of all aspects of completing your job offer. You can jump to different sections by selecting the different links below.

### **TABLE OF CONTENTS**

**Page 1-2:**                    **[HOW TO VIEW MY JOB OFFER](#)**

**Page 3-7:**                    **[HOW TO ACCEPT MY JOB OFFER](#)**

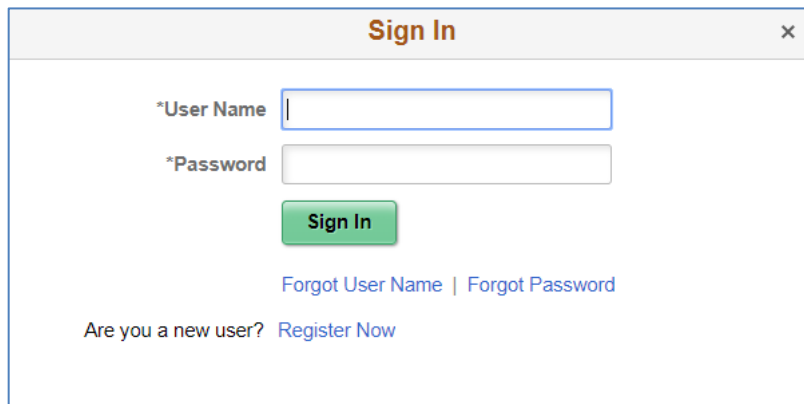
**Page 8-12:**                    **[HOW TO DECLINE MY JOB OFFER](#)**

**Page 13-21:**                    **[HOW TO UPLOAD MY EMPLOYMENT DOCUMENT](#)**

## **How to View My Job Offer**

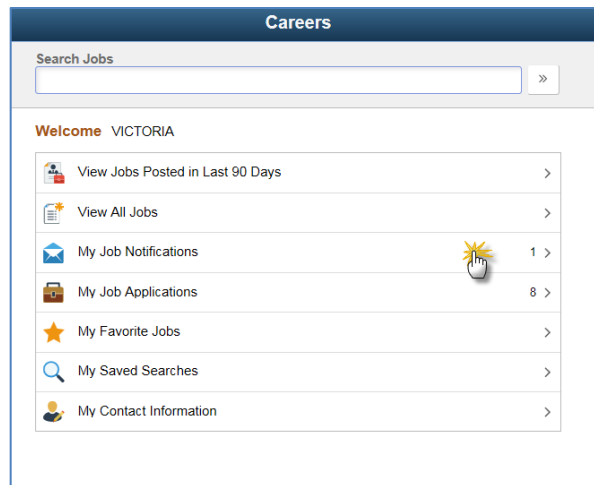
You will receive an email notification of your job offer. Please follow the steps below to **view** this offer.

1. Go to [employment.nychhc.org](http://employment.nychhc.org)
2. Enter your User Name and Password and click **Login**



A screenshot of a web browser window titled "Sign In". The window contains a form with two input fields: "\*User Name" and "\*Password". Below the fields is a green "Sign In" button. Underneath the button are two links: "Forgot User Name" and "Forgot Password". At the bottom of the form, it says "Are you a new user? Register Now".

3. On the *Careers Home* page, click on the [My Job Notifications](#) link.



4: On the **Job Offers** section, click on the title of job to view your job offer.

**My Job Offers**

Job Title	Job ID	Status	Location	Offer Date	Expiration Date
Administrative Assistant Jr. (Coordinating Manager, Level B), EITS Administration	42512	New	Manhattan	01/24/2019	01/24/2019

**My Notifications**

Subject	Status	Date Received
You have a job offer: Administrative Assistant Jr. (Coordinating Manager, Level B), EITS Administration (Job ID 42512)	New	01/24/2019 10:11AM

5: Once on the *Job Offer* page, review all details. Click on each document details to review the document attachment.

**Job Offer**

We'd like to hire you for the following position:

Job Title: [Administrative Assistant Jr. \(Coordinating Manager, Level B\), EITS Administration](#)  
 Offer Date: 01/24/2019  
 Job ID: 42512  
 Expiration Date: 01/24/2019

Here's what you need to do:  
 1. Review the job offer.  
 2. Either accept or reject the offer.  
 3. Return any documents to your recruiter.

**Step 1: Review Offer**

Action Required	Type	Details
	Document	<a href="#">NON_DOI_NON_SCR_ONBOARD</a>
⚠	Document	<a href="#">I9_FORMS_INSTRUCT</a>
⚠	Document	<a href="#">HHC BENEFITS OVERVIEW GROUP 11</a>
⚠	Document	<a href="#">IT RESOURCES POLICY</a>
	Document	<a href="#">Offer Letter</a>

**Please note:** If you choose to accept this job offer, you must complete and upload all documents marked with an ⚠ icon under the **Action Required** section before the **Offer Expiration Date**.

## Accepting Your Job Offer

**6:** Once on the *Job Offer* page, and you have reviewed all the attachments you may proceed to accept the offer. Click on the check box, in which you acknowledge that you have viewed and understand the job offer details. You will then be able to **accept** your offer.

< My Job Notifications
Job Offer

We'd like to hire you for the following position:

<p>Job Title Administrative Assistant Jr. (Coordinating Manager, Level B), EITS Administration</p> <p>Job ID 42512</p>	<p>Offer Date 01/24/2019</p> <p>Expiration Date 01/24/2019</p>
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	Document	<a href="#">Offer Letter</a>

**▼ Step 2: Accept/Reject Offer**

Comments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Accept
Reject

**▼ Step 3: Return Documents**

You have not returned any documents

Add Document