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
2. Enter your User Name and Password and click Login

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 Screen](image1)

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

![Job Offer Screen](image2)

**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.