

## View and Accept Offer Letter

1. From the job offer page, please review your offer letter. To accept, check the acknowledgement box and click **Accept**.

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

Job Title	Facilities Specialist 1	Offer Date	08/12/2019
Job ID	67	Expiration Date	08/22/2019

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	Offer Letter
⚠	Document	New Employee Data Sheet
⚠	Document	VEVRAA Post-Offer Self-ID Form
⚠	Document	VoluntarySelf-ID Form

▼ **Step 2: Accept/Reject Offer**

Comments

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

▼ **Step 3: Return Documents**

You have not returned any documents

2. You also need to return those documents that note action is required. Please download the files, fill them out and then save. You will upload them by clicking **Add Document**. You **must check the box** next to all the documents you want to return and click **Send to Recruiter**. If the boxes are not checked, the message will still send but there will not be any attachments.

▼ **Step 3: Return Documents**

<input type="button" value="+"/> <input type="button" value="Send to Recruiter"/> <input type="button" value="Remove"/>	
Attached File	Description
<input checked="" type="checkbox"/> VEVRAA_Post-Offer_Self-ID_Form.pdf	VEVRAA_Post-Offer_Self-ID_Form
<input checked="" type="checkbox"/> VoluntarySelf-ID_Form.pdf	VoluntarySelf-ID_Form.pdf
<input checked="" type="checkbox"/> New_Employee_Data_Sheet_071519_pdf_fillable.pdf	New_Employee_Data_Sheet_071519

- Another box will open similar to the one below. If you do not see the attachments as part of the message or you are asked to enter a subject line, it is likely that the boxes were not checked.

**Cancel** **Send to Recruiter** **Send**

**Subject** Document(s) Received from Applicant

**Notes**

**Completed Documents**

Attached File	Description
VEVRAA_Post-Offer_Self-ID_Form.pdf	VEVRAA_Post-Offer_Self-ID_Form
VoluntarySelf-ID_Form.pdf	VoluntarySelf-ID_Form.pdf
New_Employee_Data_Sheet_071519_pdf_fillable.pdf	New_Employee_Data_Sheet_0714

- Click **Send**.