

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.

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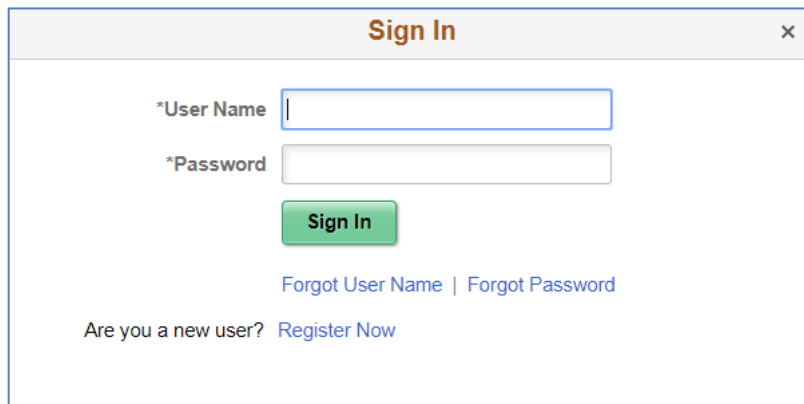
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How to View My Job Offer

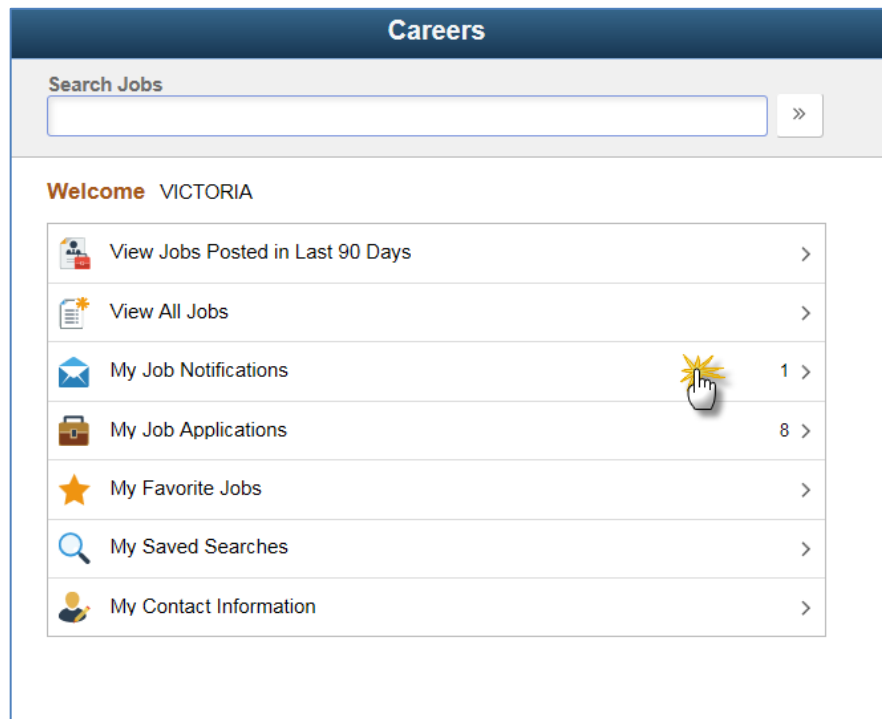
You will receive an email notification of your job offer. Please follow the steps below to **view** this offer.

1. Go to employment.nychhc.org
2. Enter your User Name and Password and click **Login**



A screenshot of a "Sign In" form. The form has a title bar with "Sign In" and a close button (x). It contains two input fields: "*User Name" and "*Password". Below the password field is a green "Sign In" button. Underneath the button are two links: "Forgot User Name" and "Forgot Password". At the bottom, there is a link "Are you a new user? Register Now".

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



A screenshot of the "Careers" page. At the top is a dark blue header with the word "Careers". Below it is a "Search Jobs" section with a search bar and a right arrow button. Underneath is a "Welcome VICTORIA" section. A list of navigation links follows, each with an icon and a right arrow: "View Jobs Posted in Last 90 Days", "View All Jobs", "My Job Notifications" (with a yellow starburst icon and the number "1"), "My Job Applications" (with the number "8"), "My Favorite Jobs", "My Saved Searches", and "My Contact Information". A mouse cursor is hovering over 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:

- Review the job offer.
- Either accept or reject the offer.
- Return any documents to your recruiter.

Step 1: Review Offer

Action Required	Type	Details
	Document	NON_DOI_NON_SCR_ONBOARD
⚠	Document	I9_FORMS_INSTRUCT
⚠	Document	HHC BENEFITS OVERVIEW GROUP 11
⚠	Document	IT RESOURCES POLICY
	Document	Offer Letter

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**.

* If you are unable to view the documents, please make sure your pop-up blocker has been **DISABLED**.

Accepting/Declining 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:

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	NON_DOJ_NON_SCR_ONBOARD
▲	Document	I9_FORMS_INSTRUCT
▲	Document	HHC BENEFITS OVERVIEW GROUP 11
▲	Document	IT RESOURCES POLICY
	Document	Offer Letter

▼ 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

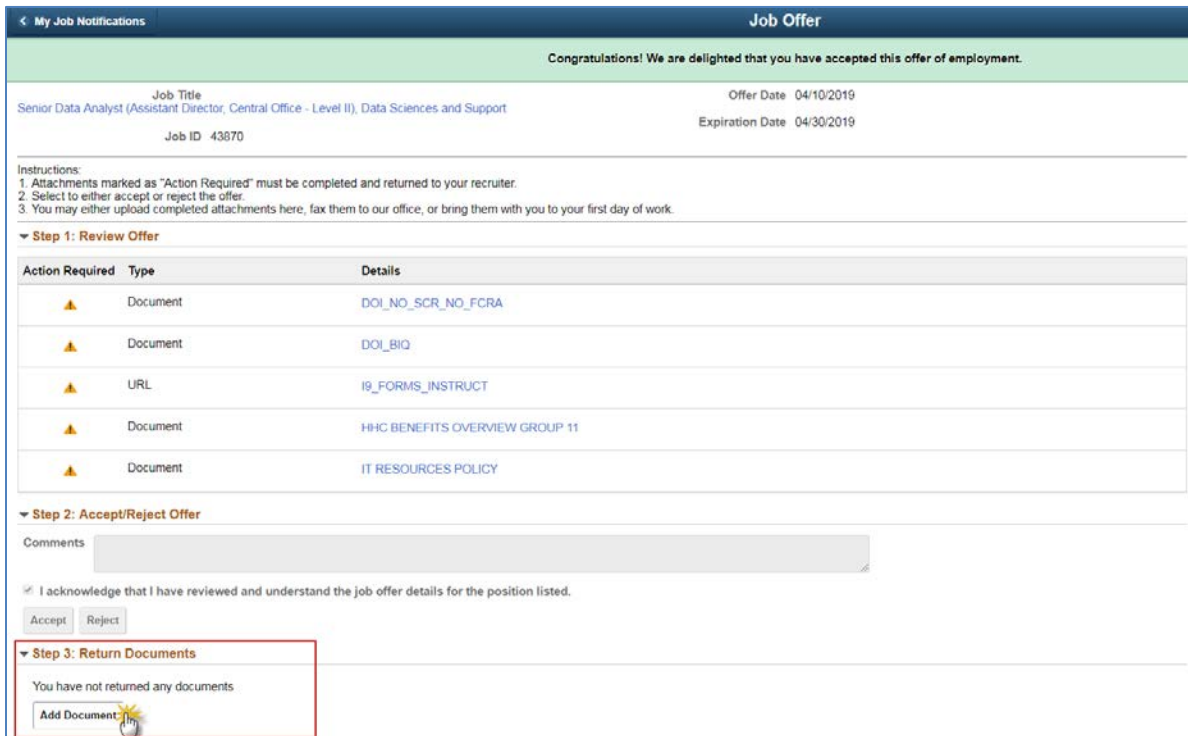
You have not returned any documents

Add Document

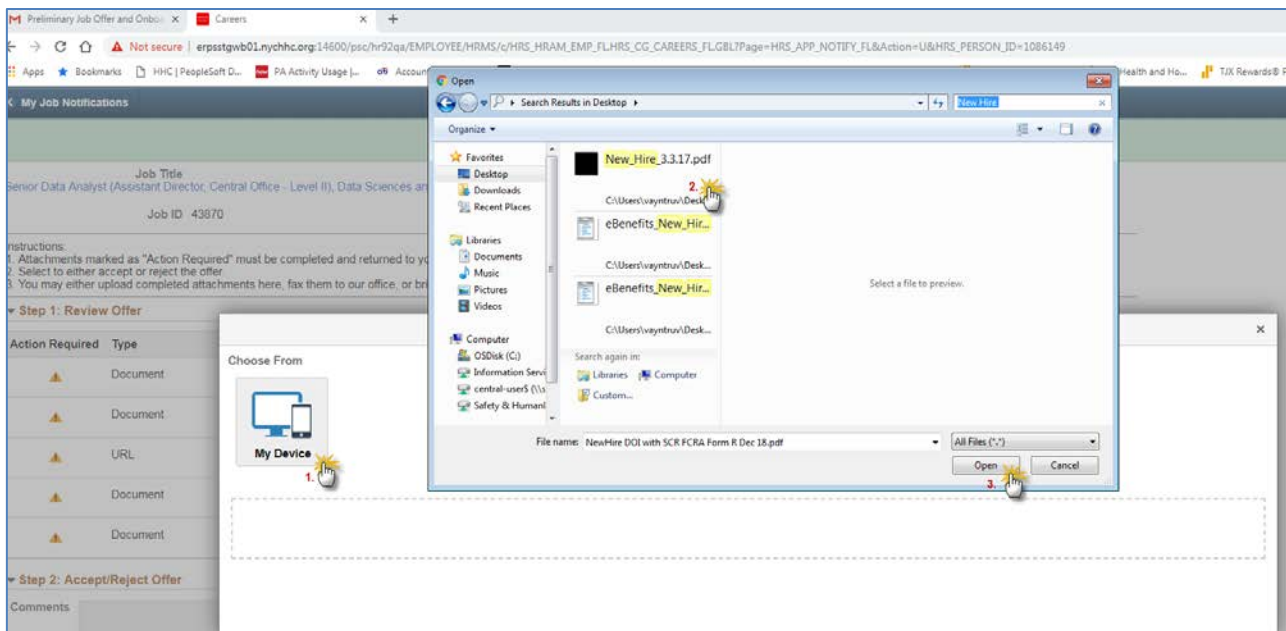
*If you would like to reject the offer, please click on the **Reject** button.*

How to Upload Complete Documents

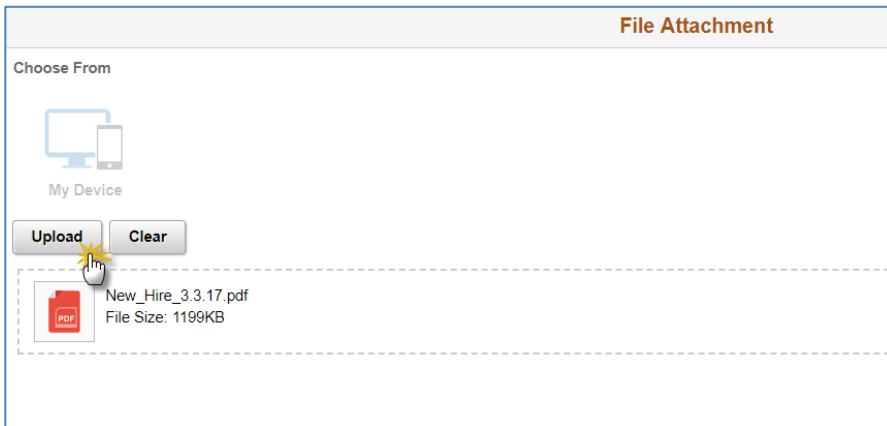
7. Scroll down to Step 3: Return Documents and click on the **Add Document** button.



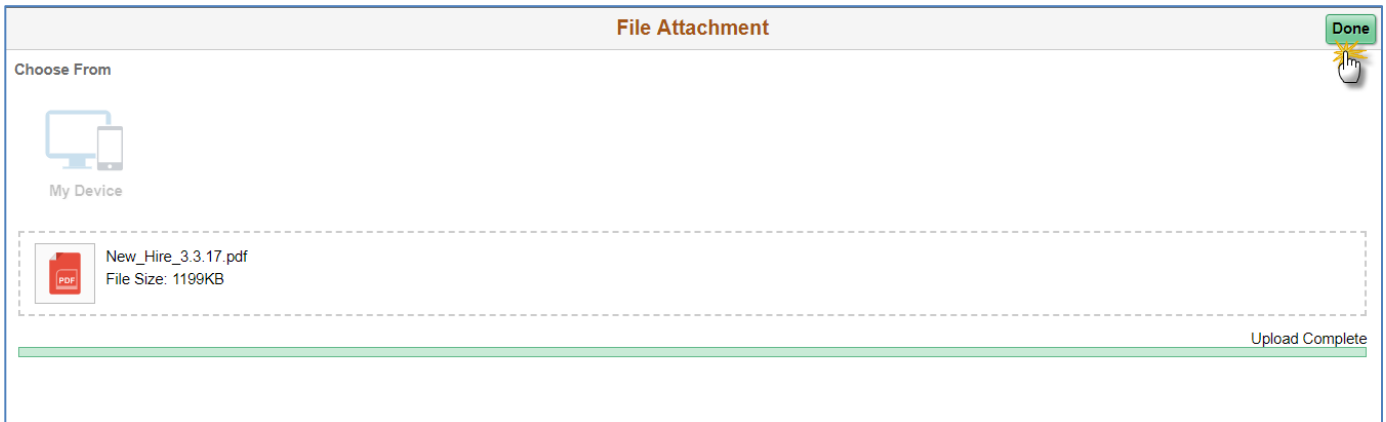
8. Click on **My Device** and search for your document. Once you find your document, proceed by clicking on it and then clicking on the **Open** button.



9. Once the document is listed, click on the **Upload** button.



10. Click on the **Done** button and then click on the **Save** button.



11. Under Step 3: Check on the items you would like to send to the recruiter and click on the **Send to Recruiter** button.

▼ Step 3: Return Documents

+ Send to Recruiter Remove

Attached File	Description	Date Attached	Date Sent
<input checked="" type="checkbox"/> New_Hire_3.3.17.pdf	New_Hire_3.3.17.pdf	04/10/2019 11:16AM	

12. You may enter text in the Notes field and then click on the **Send** button.

Cancel
Send to Recruiter
Send

Subject Document(s) Received from Applicant

Notes

Good Afternoon,

Please see the new hire on-boarding forms attached.

Thank you,
Applicant

Completed Documents

Attached File	Description
New_Hire_3.3.17.pdf	New_Hire_3.3.17.pdf

13. You have successfully submitted your document

▼ Step 3: Return Documents

+ Send to Recruiter Remove

Attached File	Description	Date Attached	Date Sent
New_Hire_3.3.17.pdf	New_Hire_3.3.17.pdf	04/10/2019 11:16AM	04/10/2019 11:38AM