NYC HEALTH + HOSPITALS

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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How to View My Job Offer

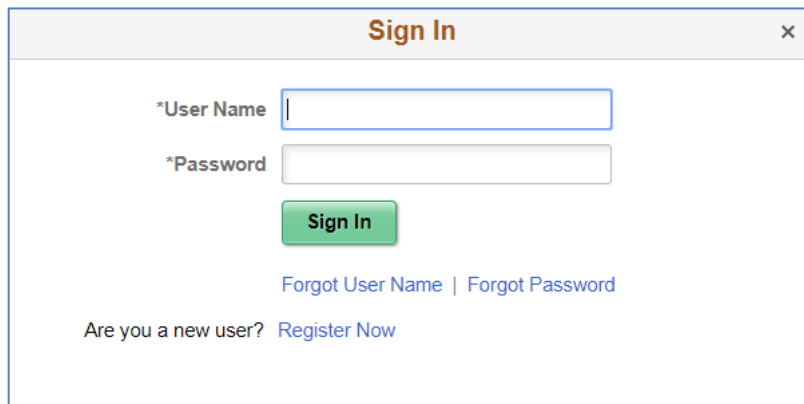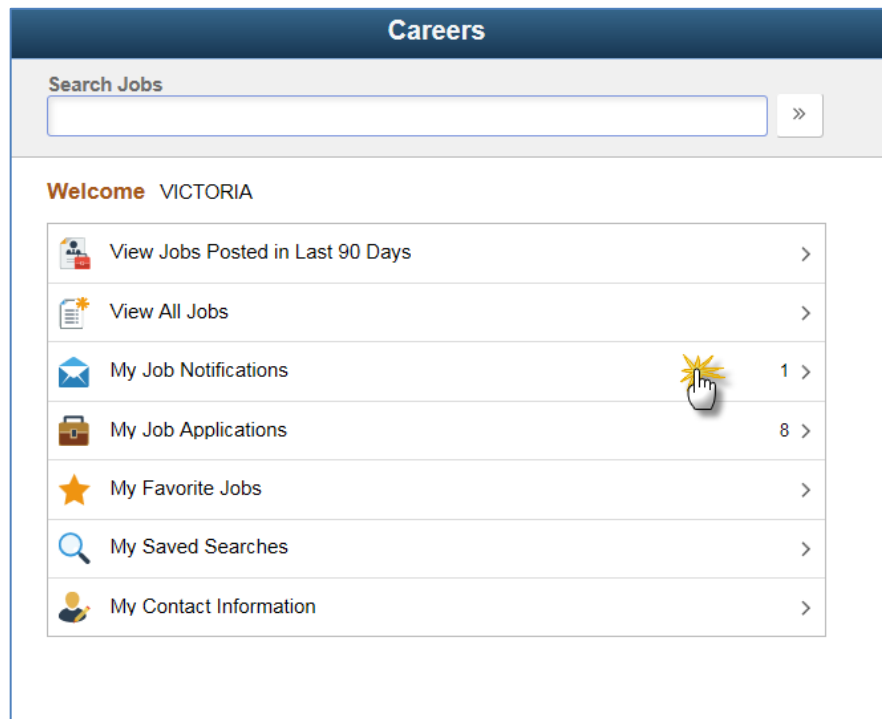*You will receive an email notification of your job offer. Please follow the steps below to **view** this offer.*

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.

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

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/Decling 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		**Offer Date** 01/24/2019
Administrative Assistant Jr. (Coordinating Manager, Level B), EITS Administration		**Expiration Date** 01/24/2019
Job ID 42512		

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_DOI_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]

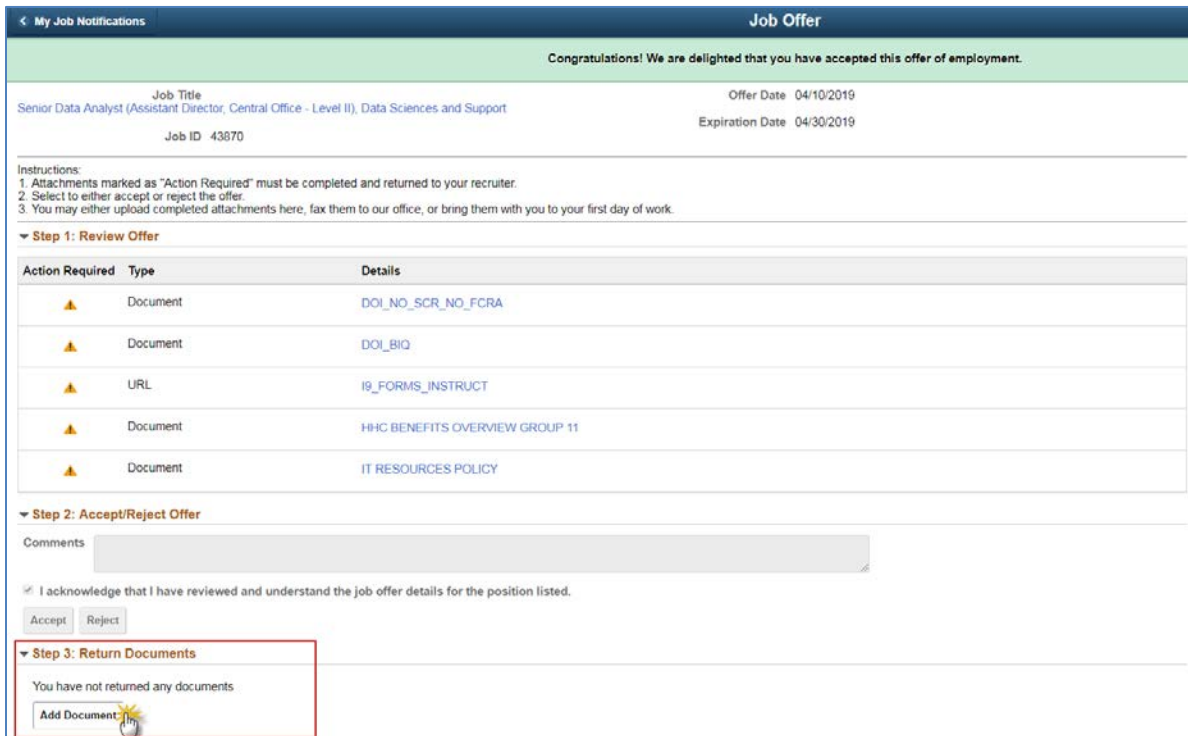**▼ Step Return Documents**

You have not returned any documents

[Add Document]

If you would like to reject the offer, please click on the Reject button.
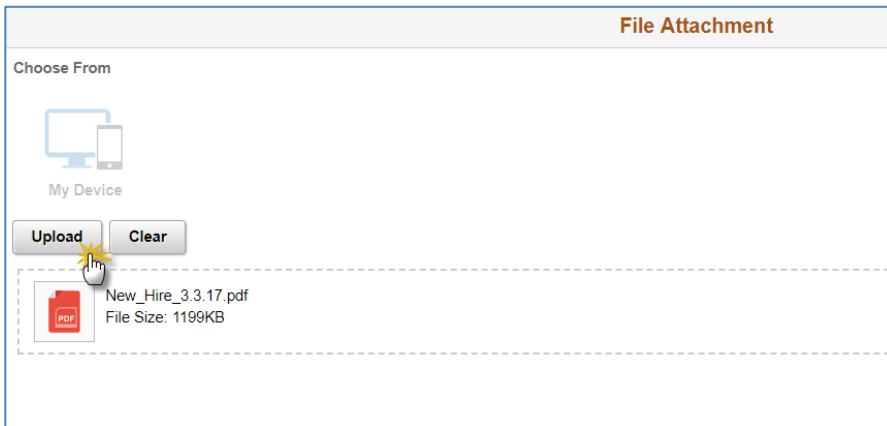
How to Upload Complete Documents

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

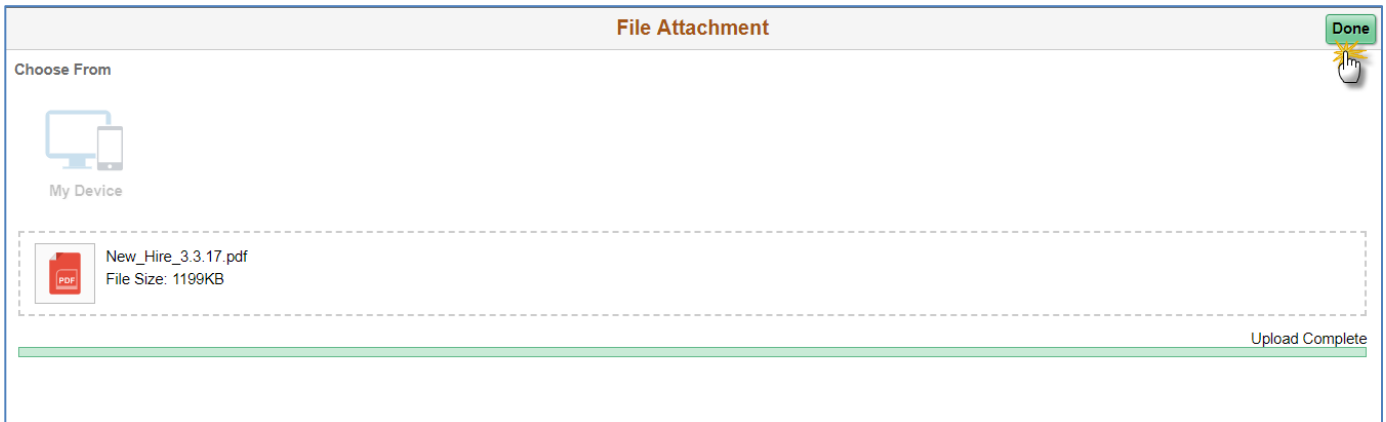8. Click on **My Device** and search for your document. Once you find your document, proceed by clicking on it and then clicking on the **Open** button.
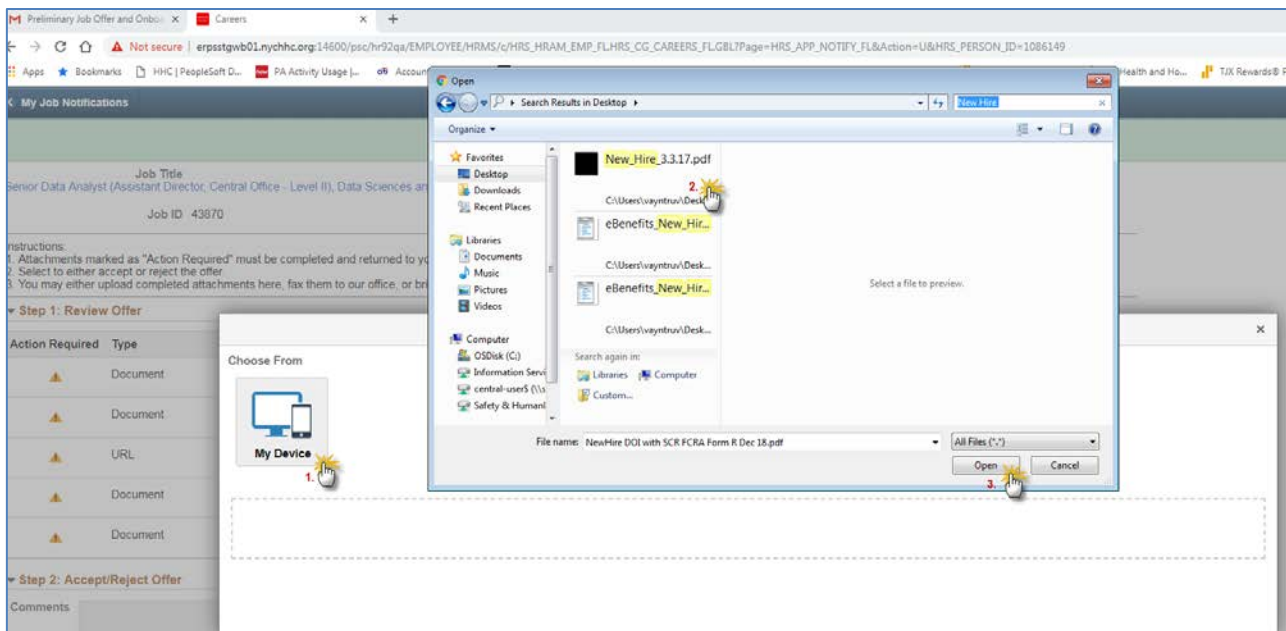
9. Once the document is listed, click on the **Upload** button.

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

	Attached File	Description	Date Attached	Date Sent
✓	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.

Send to Recruiter

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

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