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:  HOW TO ACCEPT/DECLINE MY JOB OFFER
Page 4-6:  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.

![Job Offer section](image)

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

![Job Offer details](image)

**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.

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

13. You have successfully submitted your document