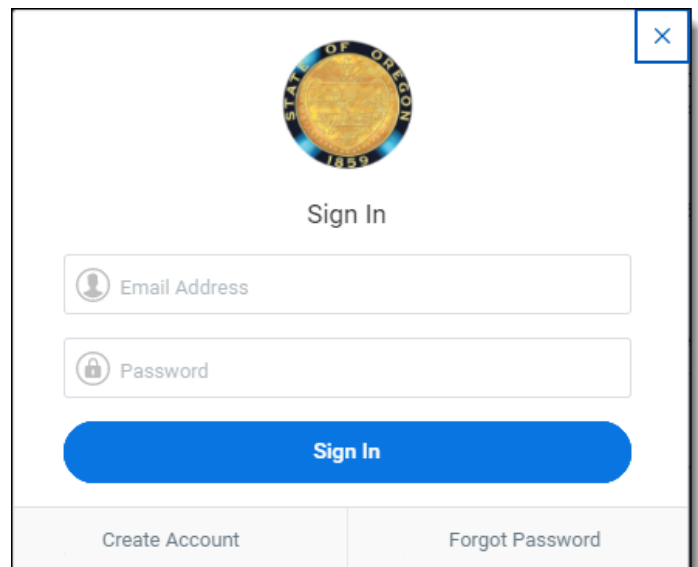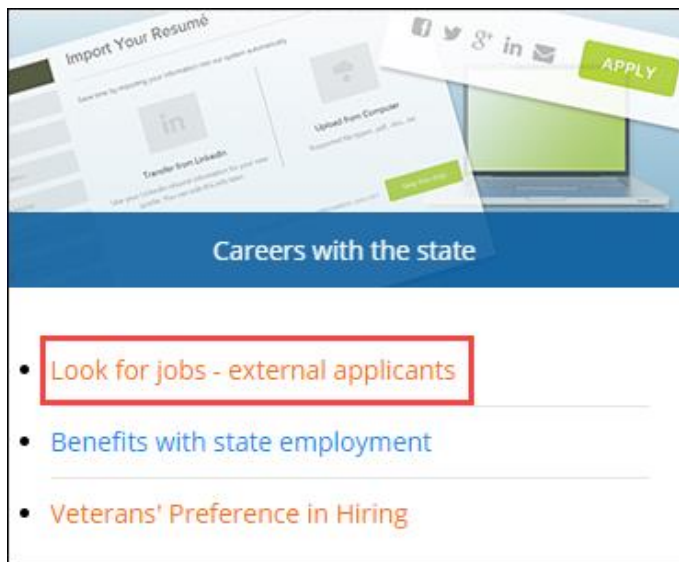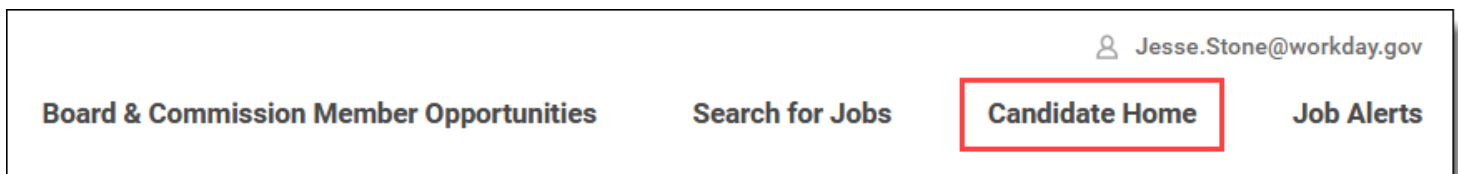| **Candidate Offer Process** |
|---|
| This job aid will provide step by step instructions on what the external candidate will need to do if offered a job. |

Step 1: The system will notify the candidate through e-mail to sign into their candidate profile.

Step 2: Go to the State of Oregon jobs page at https://www.oregon.gov/jobs/Pages/index.aspx. Under *Careers with the state*, select **Look for jobs – external applicants**. Click on **Sign In** in the upper right hand corner of your screen. Enter your email address and password. Click **Sign In**.

Step 3: Click on the **Candidate Home** tab.

Step 4: The *candidate home* page will display *MyTasks*. These are tasks you must complete to move forward in the selection process.

There are three different tasks that display: **Your Offer Letter, Provide Your DOB, Gender, Ethnicity, Gender Identity and Military Status**, and **Provide Your Social Security Number**. To the right of Your Offer Letter click **Start** to begin.

My Tasks

Please complete your pending tasks to continue forward in the selection process.

To Do (3)   Completed (1)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Your Offer Letter	Office Manager 1 (Wilsonville)	REQ-109386	Not Reviewed	October 4, 2022	Review
Provide Your DOB, Gender, Ethnicity and Military Status	Office Manager 1 (Wilsonville)	REQ-109386	Not Started	October 4, 2022	Start
Provide Your Social Security Number	Office Manager 1 (Wilsonville)	REQ-109386	Not Started	October 4, 2022	Start

Step 5: *Please read this step carefully.* To view the offer letter, click on the **New Employee Offer Letter** link (1). It will open in a new tab. Read through the offer letter. We suggest you retain a copy of your offer letter for your records and future reference. Click back on the other open tab.

If you accept the offer, check the **I Agree** box (2) and enter a **Comment** (3). The Hiring Manager will be able to view your comments. Click **Select Option** (4) and select **OK.**

If you do not agree with the terms and conditions, <u>do not</u> check the *I Agree* box (2). Enter why you do not agree with the terms and conditions in the **Comments** box (3). The Hiring Manager will be able to view your comments. Click **Select Option** (4) and select **Don't Accept.**

Review Document

Please review your offer letter. If you have any questions please contact the appropriate State of Oregon hiring agency.

We suggest you retain a copy of your offer letter for your records and future reference

Thank you.

[PDF] New Employee Offer Letter 01/04/2022.pdf   (1)

By checking the **I Agree** * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking **Submit**, in the **Comment** text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the **Comment** text field below.
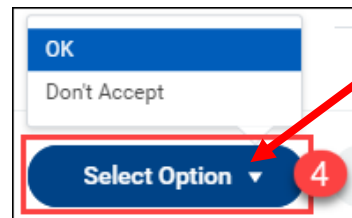
I Agree

☑ (2)

Attachments

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Upload

Comment

I accept this offer. (3)

OK
Don't Accept

Select Option ▼ (4)

Click the **X** in the right corner of the *Thank You!* message to move to the next task.

Step 6: You will be routed to the **Update Personal Information** task. You will get these tasks even if you *Don't Accept* the offer. Add the required **Date of Birth**, **Gender** and **Ethnicity** information. Adding *Gender Identify* and *Military Service* is optional. Click **OK.** You will receive a message letting you know the task is complete. Click the **X** in the right corner of the *Thank you!* message to move to the next task.

Note: The State of Oregon is required to report to the Federal government demographic information, which includes gender for employees.

Update Personal Information

The state of Oregon is required to record and report certain non-discrimination and affirmative action statistics to the Federal Government. The state invites employees to voluntarily self-identify their race/ethnicity.

If you choose to not self-identify your race/ethnicity, the federal government requires the employer to determine this information by visual survey and/or other available information.

Gender *

| select one ▼ |

Female

Male

Date of Birth *

| MM/DD/YYYY 🗓 |

Ethnicity *

| ☰ |

Gender (Federally Required)
Gender Identity (Optional)

Gender Identity

| select one ▼ |

Female

Male

Nonbinary/Other

Military Service

Add

Military Service

Country *

| select one ▼ |

Military Status *

| select one ▼ |

Military Discharge Date

| MM / DD / YYYY 🗓 |

Military Service Type

| select one ▼ |

Military Rank

| select one ▼ |

Step 7: You will be routed to the **Update Identifiers** task to enter your National ID information. Read the help text and enter your information in the required fields marked with a red asterisk (*). Click **OK**. You will receive a message letting you know the task is complete. Click the **X** in the right corner of the *Thank You!* message.

Update Identifiers

Country refers to the National ID Type. Enter United States of America.
Do not add *Issued* or *Expiration Date* for ID Type Social Security Number (SSN).

National ID

Country *

United States of America ▾

National ID Type *

Social Security Number (SSN) ▾

Identification Number *

___-__-____

Issued Date

MM/DD/YYYY

Expiration Date

MM/DD/YYYY

Add

Step 8: You can now see that all your tasks have been completed. Next steps may include a new or updated offer letter. Contact the hiring manager with questions or concerns.

My Tasks

Please complete your pending tasks to continue forward in the selection process.

To Do (0)   Completed (5)

You're all caught up on your tasks.

You will receive the Personal Information and Social Security tasks again each time you receive a new offer letter. Complete the new tasks as you receive them.