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.

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 My Tasks. 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.

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, do not 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.

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.
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](image)

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](image)

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.