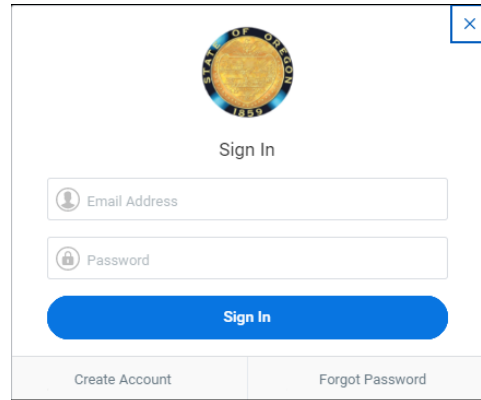
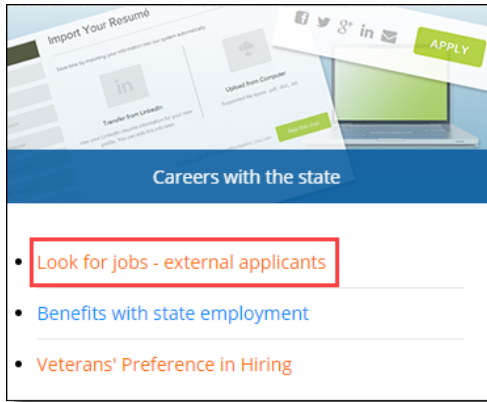



Candidate Offer Process

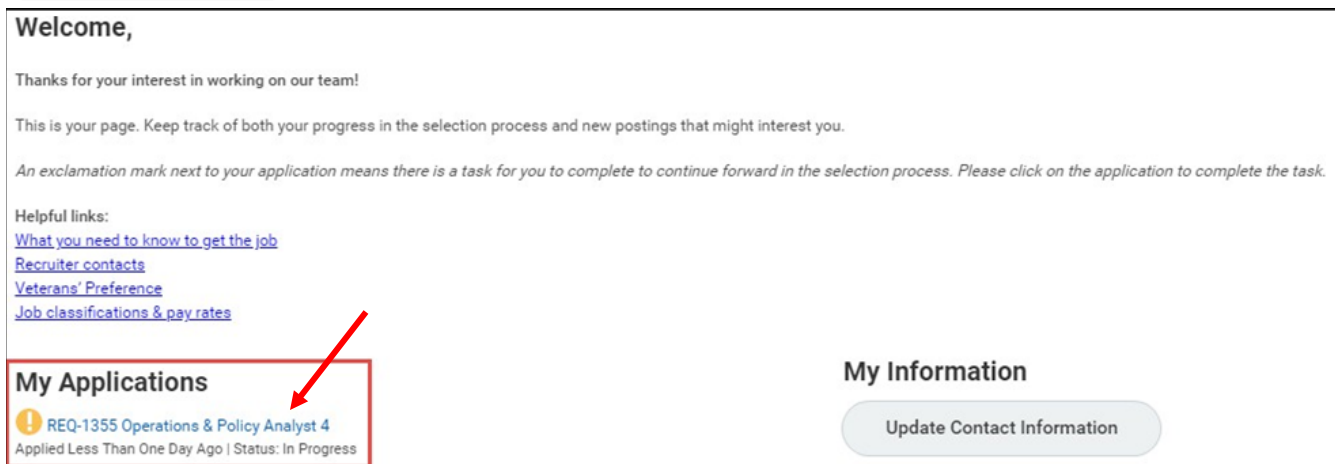
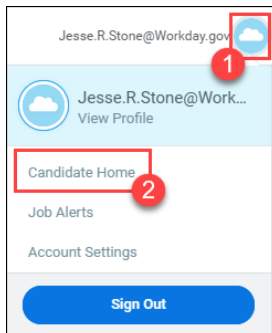
This job aid will provide step by step instructions on what the external candidate will need to do if offered a job.

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**.

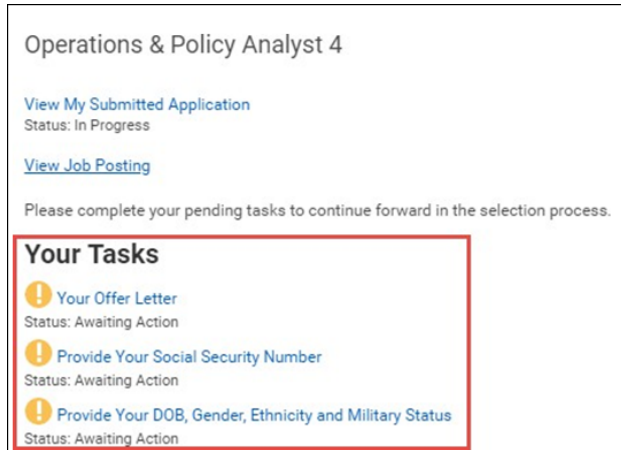


Step 3: Click on your *cloud/profile icon* in the upper right hand corner of your screen (1) and select **Candidate Home** (2). On the *Welcome* page, under *My Applications*, you will see a yellow circle with an exclamation point in the middle.  This indicates there is something you must do in order to move forward. Click on the link (in this example it is Req-1355 Operations & Policy Analyst 4).



Step 4: The *Welcome* page will display *Your Tasks*. These are tasks you must complete in order to move forward in the selection process.

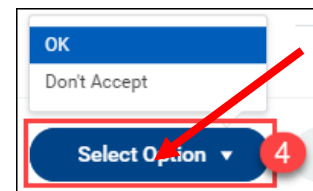
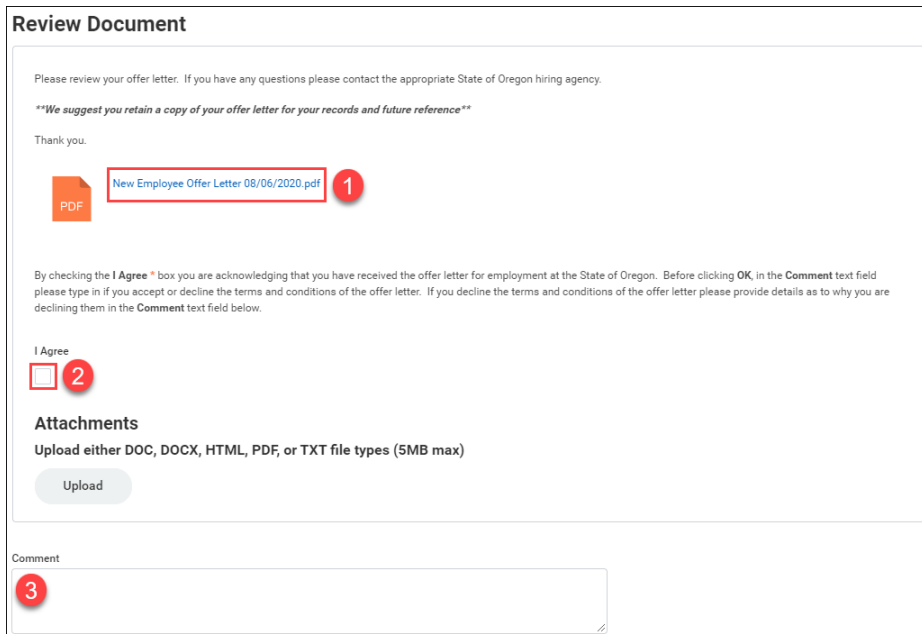
There are three different tasks that display; **Your Offer Letter, Provide Your Social Security Number, and Update Person Information: Your DOB, Gender, Ethnicity, Gender Identity and Military Status**. Click on **Your Offer Letter** to begin.



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

If you accept the offer, check the **I Agree** box (2) and enter a **Comment** if you'd like (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 National ID** task to enter your information. Note: You will get these tasks even if you *Don't Accept* the offer. 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 message to move to the next task.

Do not add *Issued or Expiration Date* for ID Type Social Security Number (SSN).

Step 7: You will be routed to the **Update Personal Information** task. Add the required **Date of Birth**, **Gender** and **Ethnicity** information. Add *Gender Identify* and *Military Service* if you'd like. Click **OK**. You will receive a message letting you know the task is complete.

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

Female
Male

Gender (Federally Required)
Gender Identity (Optional)

Female
Male
Nonbinary/Other


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

Your Tasks

- ✓ **Your Offer Letter**
Status: Step Completed
- ✓ **Please Respond to the Required Confidential Public Records Questionnaire**
Status: Step Completed
- ✓ **Provide Your Social Security Number**
Status: Step Completed
- ✓ **Provide Your DOB, Gender, Ethnicity and Military Status**
Status: Step Completed
- ✓ **Gender Identity**
Status: Step Completed

Next Steps

Thank you for completing your tasks! We will contact you if additional information is needed.

| | |
|---|---|
|  | <p>You will receive the Public Records, Social Security, Personal Information and Gender Identity tasks again each time you get a new offer letter. Complete the new tasks as you receive them.</p> |
|---|---|