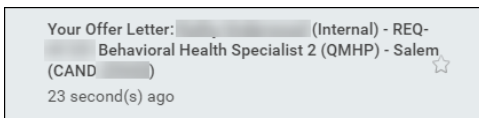


## Candidate Offer Process

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

**Step 1:** Sign into your Workday account. You will have a task in your inbox if being offered a job. From the home screen click on your inbox icon in the upper right hand corner of your screen. Next, click on **Your Offer Letter** task. The offer letter will display.



**Step 2:** *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 **Submit**.

**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 **Don't Accept**.

**Documents**

Document New Employee Offer Letter 08/06/2020.pdf 1

Instructions 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.

Signature Statement 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 **OK**, 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

Drop file here  
 or  
 Select files

Comment 3

Submit

Don't Accept

Save for Later

Cancel

**Step 3:** You will receive a message that the *Process Successfully Completed*. Next steps may include a new or updated offer letter. Contact the hiring manager with questions or concerns.

