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 sign in page and enter your email address and password. Click **Sign In**.

Step 3: 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: This page will display Your Tasks. These are tasks that 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 Provide Your DOB, Gender, Ethnicity and Military Status. Click on Your Offer Letter to begin.

Step 5: Please read this step carefully. Click on Your Offer Letter. To view the offer letter, click on the New Employee Offer letter link (1) Read through the offer letter. The I Agree check box is required and must be checked in order for you to move forward. If you agree check the box (2). If you do not agree with the terms and conditions, check the box and enter why you don’t agree with the terms and conditions in the Comments box (3). Click OK (4). The Hiring Manager will be able to view your comments. 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.
Step 6: You will be routed to the **Update National ID** task to enter your information. 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.

![Update National ID screenshot]

**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.

![Update Personal Information screenshot]
Step 8: You can now see that all of your tasks have been completed.