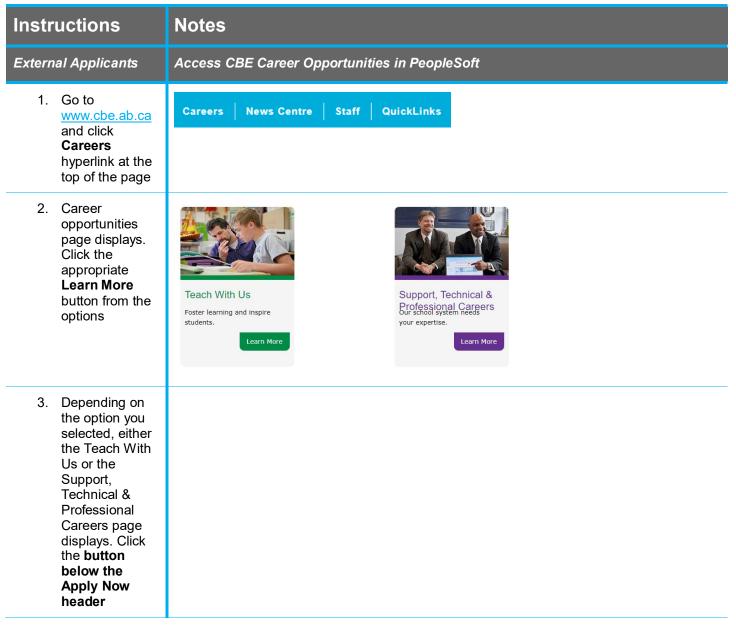


Quick Reference Guide

Purpose

This guide explains the steps for external applicants on how to accept an online job offer. **Note:** Job offers have an expiry date. You must respond to your job offer before this date.

The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.



Quick Reference Guide: Accepting an Online Job Offer - External Applicants

Instructions		Notes
4.	Click Sign In	Careers Search Jobs → Search by job title, location, or keyword → Welcome Sign In New User Image: Welcoms > Image: My Job Notifications > Image: My Job Applications > Image: My Job Applications > Image: My Saved Searches > Image: My Account Information >
5.	From the Careers page, click: My Job Notifications	My Job Notifications
6.	Click on the Job Offer	You have a job offer: Systems Analyst, Solutions Development (Job ID 6252) Status Date Received
7.	Step 1: Review Offer	 Step 1: Review Offer Type Details Document Offer Letter Click the expand triangle beside the Step 1: Review Offer section Click the Offer Letter link Review the letter
8.	Step 2: Accept/Reject Offer	Step 2: Accept/Reject Offer Comments Thank you very much for the offer, I am looking forward to working at this new rolet Sincerely, Lacknowledge that I have reviewed and understand the job offer details for the position listed. Accept Reject Note: Before accepting or rejecting the job offer, click the acknowledgement checkbox.
9.	Click Accept	
10.	Step 3: Return Documents	Seep 3: Return D Seet to Recruit Bescription Date Attached Date Seet Offer Letter.pdf 2020-01-24-10.38 25 0000001925 240102020 11 002AM 240102020 5 0779M Click the Send to Recruiter tab

Instructions	Notes
	This is where you can attach any documents that you need to send back to the recruiter.
	Note: To add additional documents, click +. You must also click the checkbox for each document before clicking Send.
11. Click Send	Send to Recruiter Output: Send to Recruiter Descruted Documents Descruted Documents Descruted Time Offer Letter.pdf Offer Letter.pdf Offer Letter.pdf Note: A message is displayed: Subject: Document(s) Received from Applicant.

For answers to further questions regarding accepting online job offers, call the HR Employee Contact Centre (ECC) directly at (403) 817-7333 or email ecc@cbe.ab.ca