

# OFFER ACCEPTANCE STEPS – CANDIDATE VIEW

**NOTE:** This is what the candidate(s) will see when they receive a job offer. They will need to walk through the tasks to accept the offer.

**Task 1:** Login to Candidate Gateway and click on “My Job Notifications.”

Welcome Drew Sign Out

- View Jobs Posted in Last 7 Days >
- View All Jobs >
- My Job Notifications 2**
- My Job Applications 1 >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

Report any technical issues faced during the job application using the link given below

[Create Service Request](#)

**Task 2:** Click on the Job Offer:

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date	
Ld Food Service Worker-Barista	2923116	New	Fargo	12/08/2020	12/13/2020	>

**Task 3:** Review the offer Letter:

Here's what you need to do:

1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.
4. Provide SSN & DOB.

▼ Step 1: Review Offer

Type	Details
Document	<a href="#">Offer Letter</a>

▼ Step 2: Accept/Reject Offer

Comments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

▼ Step 3: Return Documents

You have not returned any documents

▼ Step 4: Provide SSN & DOB

If you are accepting this offer, please provide your SSN and Date of Birth.

SSN

Date of Birth

Applied for SSN or will be applying for SSN

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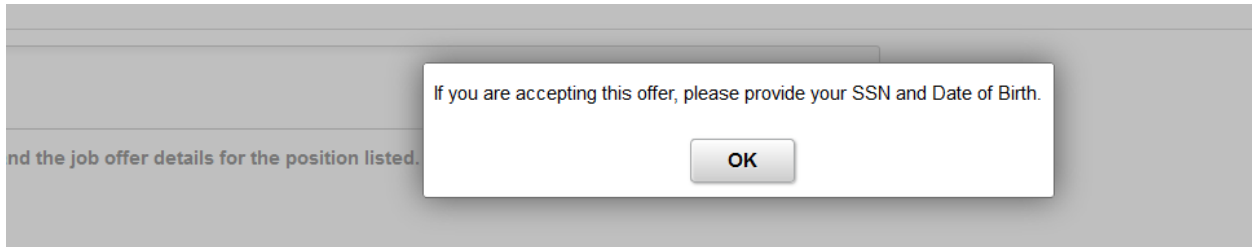
▼ Step 4: Provide SSN & DOB

If you are accepting this offer, please provide your SSN and Date of Birth.

SSN

Date of Birth

Applied for SSN or will be applying for SSN



Enter Your SSN and DOB and Select Submit:

▼ Step 4: Provide SSN & DOB

If you are accepting this offer, please provide your SSN ar

SSN

Date of Birth

Applied for SSN or will be applying for SSN

**Task 4:** Accept the Offer:

I acknowledge that I have reviewed and understand the job offer details for the position listed

Accept

Reject

## Job Offer

Congratulations! We are delighted that you have accepted this offer of employment.