

Quick Reference: **Acknowledge and Sign Job Offer for External Candidates**

Keep in Mind

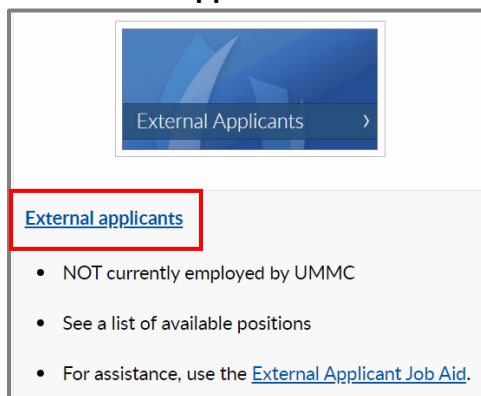
If you have been selected to receive an approved job offer, an email notification will be sent to you. In order to review the job offer, you must login to the UMMC Careers site where you submitted a job application(s).

Review Job Offer


1. Visit the UMMC Careers website:

<https://careers.umc.edu>

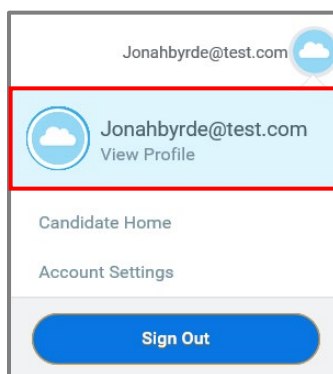
2. Click **External applicants**.



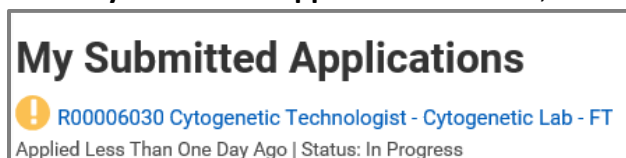
3. Click **Sign In** and enter your email address and password. Please utilize the email address and password used when your application was submitted.

4. You are now in Workday. Click the **Cloud Icon**  in the top right corner.

5. Click **View Profile**.



6. In the **My Submitted Applications** section, select the position with an action  item.




7. To review the job offer letter, click **Review & Acknowledge Staff Offer Letter**.

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8. Open the PDF document.
9. If you choose to accept the job offer, click the **I Agree** checkbox, then **OK**. If you have any questions about the job offer or if you do not intend to accept the offer, please contact the hiring manager.

Review Document

Thank you for your interest in UMMC. We are excited to present you with this Offer Letter that is included for your review. Please review the attached offer. By selecting "I Agree" you are electronically approving the offer presented.


 UMMC Staff Offer Letter 04/16/2020.pdf

To accept this position, please select the acknowledgement or if you have questions or do not intend to accept please contact the hiring manager.

I Agree *

Comment

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10. Complete the awaiting tasks for updating your Date of Birth and Government/National ID. *Previous UMMC employees will **not** be required to provide a date of birth or social security number.*

Your Tasks

- Review & Acknowledge Staff Offer Letter
Status: Step Completed
- Update Date of Birth
Status: Step Completed
- Update Government ID
Status: Step Completed