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

REVIEW APPOINTMENT LETTER AND 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 reference the email address and password used when submitting your application.
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 faculty appointment/job offer and applicable documents, click **Review and Sign Faculty Offer**.

8. Open the PDF document.

9. If you choose to accept the faculty appointment/job offer, click **eSign by DocuSign**. If you have any questions about the offer or do not intend to accept the offer, please contact the hiring manager, but do not accept or reject.

   a. Read and click the **Electronic Record and Signature Disclosure**.
b. Click **Continue**.

c. Type in your **name** and **initials** and click **Adopt and Sign**.

d. Click each signature line it takes you to.

e. When you are done click **FINISH**.
10. After signing the faculty appointment/job offer and related documents, proceed to accept the offer by clicking **Ok**. If you have any questions about the job offer or if you do not intend to accept, please contact the hiring manager.

11. The green check mark indicates that the task is complete.

12. 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.*
13. Upon completion, the following message will display.

14. Continue the process by providing National ID information.

15. Upon completion, the following message will display.

16. All tasks should now show Status: Step Completed.