

Accept an Offer

Overview

You are the successful candidate for a job posting, the hiring manager has documented the terms of your job offer. The HR Shared Services department has created an electronic offer letter and has sent it to you by email.

Example email (text is subject to change)

Dear Keith ,

Congratulations on being the successful candidate in our search to fill the position of CONC - Clinical Resource Nurse (N3) (Req #6478) at Victoria Lifeline . We are extending you an offer of employment, please respond within **three** days.

Please note there are **two steps** required to accept your offer.

Step 1: View offer and respond

Please ensure all details of your offer are correct. For detailed instructions on how to accept, decline, or to request updates or corrections please [click here](#) To view your offer please click the following link [View/Accept Offer ...](#)

Step 2: Provide personal information

Please provide your **Social Insurance Number, Date of Birth, and Gender in the below formats as soon as possible so that your hire can be processed**. Please [click here](#) to follow detailed instructions with screen shots.

- Social Insurance Number (SIN): provide the numbers only, do not include spaces or special characters
- Date of Birth: MM/DD/YYYY
- Gender: Female or Male or Non-Binary or Prefer not to Disclose

To enter the **required** information please click on the below link and select Job Specific Information and the three fields will appear.

[View/Edit Application ...](#)

After you have accepted your offer, please continue to check your email regularly. We will send you additional messages regarding next steps to complete prior to your start date.

Regards,
Human Resource Shared Services (HRSS)

(continued on next page)

View Offer and Respond

You can view and accept or decline the job offer, or send a message to the hiring manager (e.g. if you have a question about the terms of your offer).

From within the email notification,

1. Click the **View/Accept Offer** link.

Your web browser opens to the *Career Opportunities: Sign In* screen.

2. Enter your sign in credentials (email and password) and click **Sign In**.

Note: Your sign in credentials are the same ones you used to create your candidate profile on the Careers website.

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

*Email Address:

*Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

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The *My Offers* screen appears and displays your offer letter.

3. Review the details of your offer and click one of the options on the right side of the screen:

- **Accept Offer:** accept the terms of the offer.
- **Comment and Decline Offer:** decline the terms of the offer.
- **Email Recruiter:** send an email to the hiring manager (e.g. a question about the offer).

Refer to the examples on the next page for details about each selection.

My Offers

General Duty Nurse 2 (5394) - Pending Offer Letter

Location
Offer Date: 11/24/2020

Offer Letter Print Download

Private and Confidential

11/24/2020

Ed Jakowski
45 Henderson Hwy
Winnipeg, Manitoba
R2C 2J7

Dear Ed,

We are very pleased to offer you the position of General Duty Nurse 2, position number.20090199, on behalf of the Shared Health, reporting to Erica Kirby, Manager - Community Health Services. Your Organizational Unit is Mental Health Community Forensic; however, you may be required to work in other areas, as required.

Position Details			
Start Date	11/30/2020	Hourly Salary	\$41.904
Status	Permanent	Full-Time Equivalent (FTE)	1.00
Anticipated Shift	Days	Vacation Accrual Rate <small>(prorated based on your start date and FTE)</small>	4 Weeks
Employee Group	SHMGEUCommunity	Annual Base Hours <small>(part-time employees are prorated based on their FTE)</small>	1885

A probationary period may apply to this position, giving you opportunity to demonstrate your ability to meet the standards and requirements of your new position. For more information regarding your probationary period, please refer to your employee handbook.

You will be eligible to participate in our employee benefit plans that apply to your site and position type. A summary of these plans will be provided to you before your start date.

Please review this information and complete your benefits forms right away. Some benefits and their deductions take effect on your start date. By submitting your forms before you begin work with us, you will avoid a later lump sum deduction of accumulated benefits costs.

As a condition of employment, you must provide the original and satisfactory documents listed below, at your cost. A check is considered to be valid if it has been issued within the past (6) six months. Should you fail to meet satisfactory background standards and/or you fail to provide your checks within (6) six weeks of your employment start date, we retain the right to terminate your employment for cause and/or failure to meet this condition of employment.

- Criminal Record Check including a Vulnerable Sector Search
- Adult Abuse Registry Check
- Child Abuse Registry Check

If your security checks will not be available before your start date, we require confirmation of your status. By accepting this letter of employment, you confirm the following:

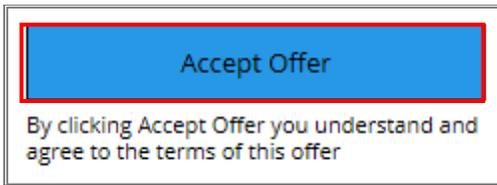
Accept Offer

By clicking Accept Offer you understand and agree to the terms of this offer

Comment and Decline Offer

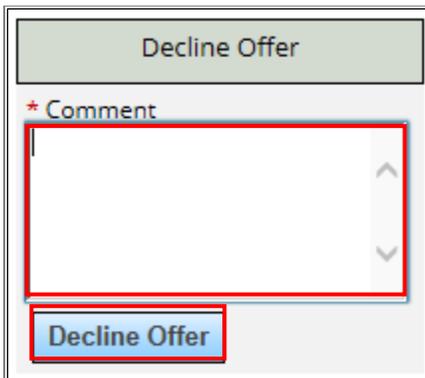
Email Recruiter

Accept Offer:



If you click **Accept Offer**, a system-generated email notification will be sent to the hiring manager to indicate that you have accepted.

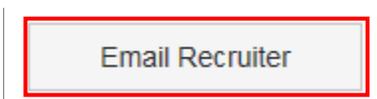
Decline Offer:



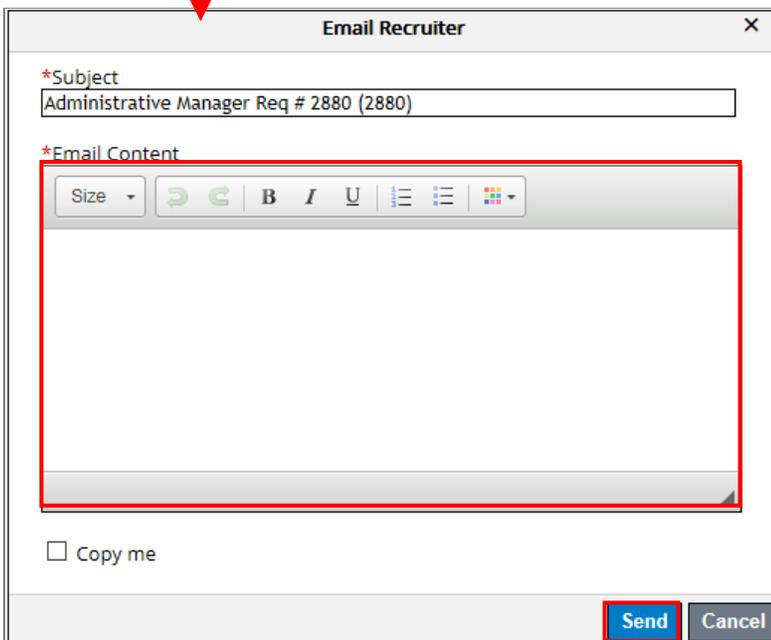
If you click **Comment and Decline Offer**, you will be prompted to enter a comment in the *Comment* field about why you are declining the offer.

Click **Decline Offer** under the *Comment* field after you enter your comment. A system-generated email notification will be sent to the hiring manager to indicate that you have declined the offer, including the comment you entered.

Email Recruiter:



If you click **Email Recruiter**, you will be prompted to enter an email message.



Enter your message in the **Email Content** field.

Click **Send** when you are finished. The email will be sent to the hiring manager with your message.

After you have accepted the offer you will be directed to a new screen.

Under the **Job-Specific Information** heading, enter your:

- **Social Insurance Number:** provide the numbers only, do not include spaces or special characters
- **Date of Birth:** MM/DD/YYYY
- **Gender:** Female or Male or Non-Binary or Prefer not to Disclose

The information for each of these fields is required as soon as possible in order to complete your hire.

After you have entered the required information click on the **Update** button.

General Duty Nurse 2 (5396)

[Sign Out](#) [Options](#) [English](#)

[+ Expand all sections](#) [- Collapse all sections](#)

Job-Specific Information

Please provide your Social Insurance Number (SIN), date of birth, and gender in the spaces below without spaces or special characters. We require this information to complete your hire and create your employee record.

* Social Insurance Number (123456789) ?

Social Insurance Number (123456789) is required

* Date of Birth ?

Date of Birth is required

* Gender

Gender is required

[View Profile](#)

[Update](#)

[Withdraw Application](#)



SuccessFactors How-To

A message displays to indicate *The Application was updated successfully.*

Shared health Soins communs Manitoba

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Home About Us Job Categories More Health Careers

Sign Out Options English

General Duty Nurse 2 (5394)

+ Expand all sections - Collapse all sections

The Application was updated successfully.

Job-Specific Information ✓

View Profile Update Withdraw Application

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If you have declined the offer or emailed the recruiter the screen displays a message indicating whether you declined, or emailed the recruiter, along with the date the action was taken.

The screenshot shows the 'My Offers' section of a user interface. At the top, there is a navigation bar with links: HOME, JOB SEARCH, JOB MANAGEMENT, PASSWORD MANAGEMENT, MY PROFILE, and MY OFFERS. On the right side of the navigation bar, it says 'Welcome, Ed Jakowski' with buttons for 'Sign Out', 'Language', and 'Er'. Below the navigation bar, the 'My Offers' section is displayed. It features a card for 'General Duty Nurse 2 (5394) - Declined' with a blue heart icon. The card includes details: 'Location' and 'Offer Date 11/24/2020'. To the right of the card is a blue link 'Offer Letter' and a red-bordered box containing a checkmark icon and the text 'Declined 11/24/2020'. Below the card is an 'Offer History' section with a table. The table has one row with the following data: 'General Duty Nurse 2 (5394)', '11/24/2020', 'Declined' with a blue heart icon, and 'View Offer'.

Next Steps

After you have accepted your offer and provided the required information HR Shared Services will initiate the final stage of the hiring process, known as Onboarding. You will receive another email notification from Manitoba Health Care Careers with instructions for providing additional information as part of the Onboarding process. Please monitor your email and complete Onboarding as soon possible so that HR Shared Services can complete your hire so that your pay is not impacted.

Note: Onboarding documents must be returned as soon as possible, to ensure your hire is fully processed to complete your payroll record, which includes enrollment into the applicable benefit plans and direct deposit setup. Documents that are not submitted in a timely manner will cause delays impacting your pay and benefits coverage.