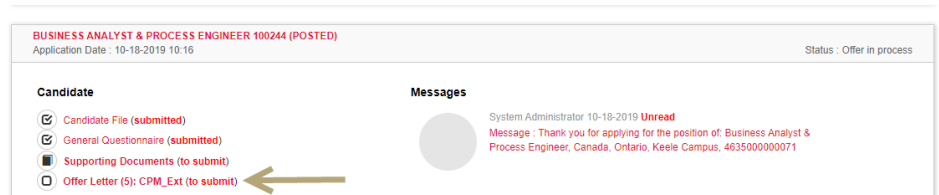


## ACCEPTING A JOB OFFER IN THE EXTERNAL CAREER PORTAL

### Reviewing and Accepting Offers

If you are offered a job, you will receive a notification and there will be an “Offer Letter link (to submit)” in corresponding posting widget and under the *Candidate* section of **Track My Applications**.

1. Click on **My Account**.
2. Select **Track My Applications**.
3. Scroll to the corresponding posting widget and under the *Candidate* section, select the **Offer Letter (to submit)** link.
4. Select the link(s) to review the offer letter and additional documents.
5. Download, print, sign, scan\* and attach a signed letter. \*If you don't have access to a scanner, you can use the *Tiny Scanner* app to easily turn your smartphone into a scanner and convert documents to pdf. YU Hire accepts the following file formats: doc, docx, gif, jpeg, jpg, and pdf.
6. Contact the hiring manager via email in the offer letter to advise if you will be bringing a signed letter in person and approving back *without* attaching a letter.
7. Click the **Approve** button.



If you have any questions pertaining to the offer, if you are not signing back a signed offer, or if you want to “reject” it for any reason, please contact the manager via the email in the offer letter to discuss. “**Reject**” should be used only when you are declining the offer, or after you have discussed any changes to the offer with the Hiring Manager.

In some circumstances, you may be notified of the following steps required after signing back your final offer in order to complete the process:

1. From the **Track My Applications** page, scroll to the corresponding job posting widget and under the Candidate section, select the bolded (to submit) offer letter.
2. Enter your **Legal Name**, **SIN** and **Date of Birth** information, and review and adjust (if necessary) the Employment Equity Self-Identification Survey.
3. Click the **Final Save** button.

There is a transition period, after you enter your information, while your external profile is converted into an employee profile. During this time, you are unable to access your profile. You will subsequently receive an email to set up your Passport York account. Once created, you will be able to access the Employee Career Portal. Your external profile will no longer be accessible, and your application history will be automatically transferred to your employee profile.

#### Want to Learn More?

This is a Quick Reference Guide only. For a complete description of the information contained here, and how to use the new exciting features of YU Hire, please visit the Using [York University's External Career Portal](#) toolkit.

If you have questions regarding the External Career Portal, including technical questions/issues, contact [jobadmin@yorku.ca](mailto:jobadmin@yorku.ca).