Candidate Offer Process

This job aid will provide step by step instructions on what the external candidate will need to do if offered a job.

Step 1: The system will notify the candidate through e-mail to sign into their candidate profile.

Step 2: Go to the State of Oregon jobs page at <u>https://www.oregon.gov/jobs/Pages/index.aspx</u>. Under *Careers with the state*, select **Look for jobs – external applicants**. Click on **Sign In** in the upper right hand corner of your screen. Enter your email address and password. Click **Sign In**.

Import Your Resume	× Sign In	
Careers with the state	Email Address	
 Look for jobs - external applicants 	Password	
Benefits with state employment	Sign In	
Veterans' Preference in Hiring	Create Account Forgot Password	

Step 3: Click on the Candidate Home tab.





Step 4: The *candidate home* page will display *MyTasks*. These are tasks you must complete to move forward in the selection process.

There are three different tasks that display: Your Offer Letter, Provide Your DOB, Gender, Ethnicity, Gender Identity and Military Status, and Provide Your Social Security Number. To the right of Your Offer Letter click Start to begin.

My Tasks					
Please complete your pend	ing tasks to continue for	ward in the sele	ction process.		
To Do (3) Completed (1) Job Title	Job Rea	Task Status	Date Assigned	Action
Your Offer Letter	Office Manager 1 (Wilsonville)	REQ- 109386	Not Reviewed	October 4, 2022	Review
Provide Your DOB, Gender, Ethnicity and Military Status	Office Manager 1 (Wilsonville)	REQ- 109386	Not Started	October 4, 2022	Start
Provide Your Social Security Number	Office Manager 1 (Wilsonville)	REQ- 109386	Not Started	October 4, 2022	Start

Step 5: *Please read this step carefully.* To view the offer letter, click on the **New Employee Offer** Letter link (1). It will open in a new tab. Read through the offer letter. We suggest you retain a copy of your offer letter for your records and future reference. Click back on the other open tab.

<u>If you accept</u> the offer, check the I Agree box (2) and enter a **Comment** (3). The Hiring Manager will be able to view your comments. Click **Select Option** (4) and select **OK**.

<u>If you do not agree</u> with the terms and conditions, <u>do not</u> check the *I Agree* box (2). Enter why you do not agree with the terms and conditions in the **Comments** box (3). The Hiring Manager will be able to view your comments. Click **Select Option** (4) and select **Don't Accept**.



Click the X in the right corner of the *Thank You!* message to move to the next task.



Step 6: You will be routed to the **Update Personal Information** task. You will get these tasks even if you *Don't Accept* the offer. Add the required **Date of Birth**, **Gender** and **Ethnicity** information. Adding *Gender Identify* and *Military Service* is optional. Click **OK**. You will receive a message letting you know the task is complete. Click the **X** in the right corner of the *Thank you!* message to move to the next task.

Note: The State of Oregon is required to report to the Federal government demographic information, which includes gender for employees.

Update Personal Information	
The state of Oregon is required to Government. The state invites en	o record and report certain non-discrimination and affirmative action statistics to the Federal nployees to voluntarily self-identify their race/ethnicity.
If you choose to not self-identify tion by visual survey and/or othe	your race/ethnicity, the federal government requires the employer to determine this informa- r available information.
Gender *	
select one	
Date of Birth *	Female
MM/DD/YYYY	Male
Ethnicity *	Gender (Federally Required)
	Gender (Pederally Required)
Gender Identity	
select one	Female
	Male
Military Service	
-	Nonbinary/Other
Add	Nonbinary/Other
Add	Nonbinary/Other
Add Military Service	Nonbinary/Other
Add Military Service Country *	Nonbinary/Other
Add Military Service Country *	Nonbinary/Other
Add Military Service Country * select one	Nonbinary/Other
Add Military Service Country * select one	Nonbinary/Other
Add Military Service Country * select one	Nonbinary/Other
Add Military Service Country * select one Military Status * select one Military Discharge Date MM / DD / YYYY	Nonbinary/Other
Add Military Service Country * select one • Military Status * select one • Military Discharge Date MM / DD / YYYY	Nonbinary/Other
Add Military Service Country * select one Military Status * select one Military Discharge Date MM / DD /YYYY	Nobinary/Other
Add Military Service Country * select one • Military Status * select one • Military Discharge Date MM / DD / YYYY = Military Service Type select one •	Nonbinary/Other
Add Military Service Country * select one Military Status * select one Military Discharge Date MM / DD / YYYY = Military Service Type select one Military Service Type select one Military Service Type	Nobinary/Other



Step 7: You will be routed to the **Update Identifiers** task to enter your National ID information. Read the help text and enter your information in the required fields marked with a red asterisk (*). Click **OK**. You will receive a message letting you know the task is complete. Click the **X** in the right corner of the *Thank You!* message.

pdate Identifiers				
<i>untry</i> refers to the National ID Type. Enter United States of America. not add <i>Issued</i> or <i>Expiration Date</i> for ID Type Social Security Number (SSN).				
National ID				
Country *				
United States of America				
Social Security Number (SSN) Identification Number *				
Issued Date				
Expiration Date				
Add				

Step 8: You can now see that all your tasks have been completed. Next steps may include a new or updated offer letter. Contact the hiring manager with questions or concerns.





You will receive the Personal Information and Social Security tasks again each time you receive a new offer letter. Complete the new tasks as you receive them.

