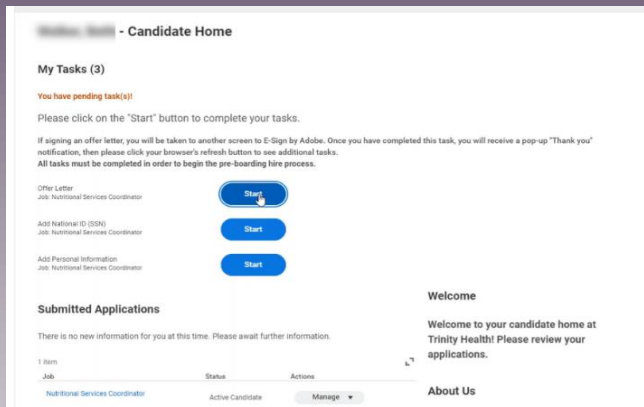


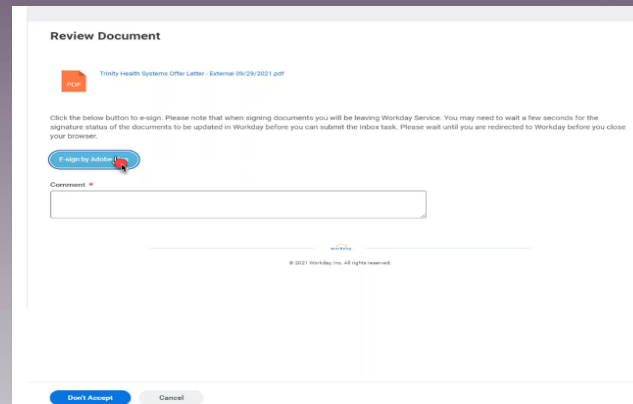
OFFER LETTER & PENDING TASKS PROCEDURES

Log into your Candidate Home Account to complete the three (3) pending tasks.

Task 1: Offer Letter

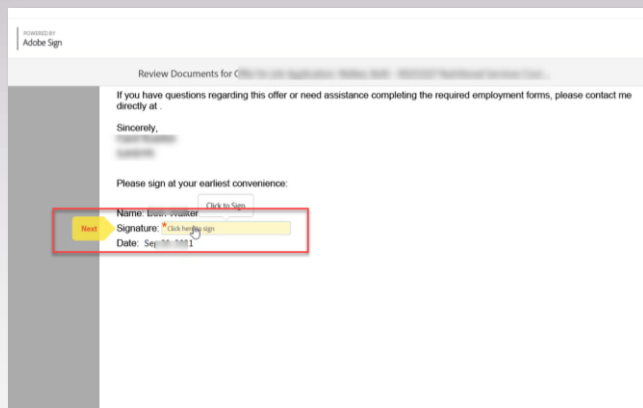


A. Click on the “Start” button. This will take you to another screen where you can have access to view and sign your offer letter

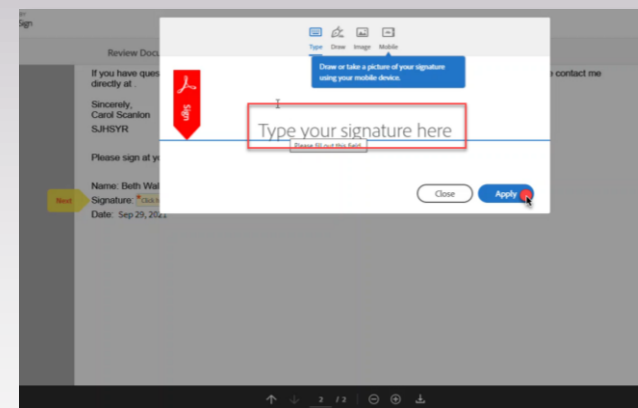


B. The online signature is powered by Adobe E-sign. This is not enabled on some mobile devices so it is best to complete these steps on a computer.

Click on “E-Sign by Adobe”

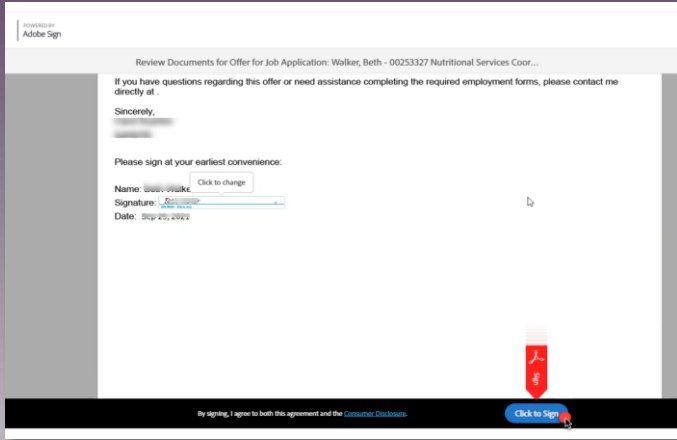


C. This will bring up a window containing your offer letter. Read through the letter carefully and click on the e-signature button.

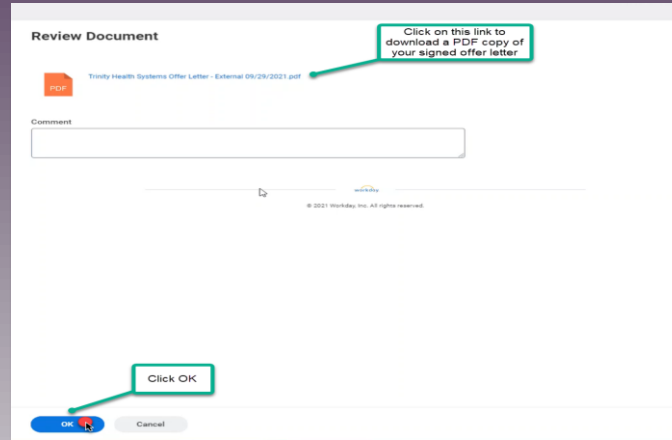


D. Type or Draw your signature into this box and click “Apply”

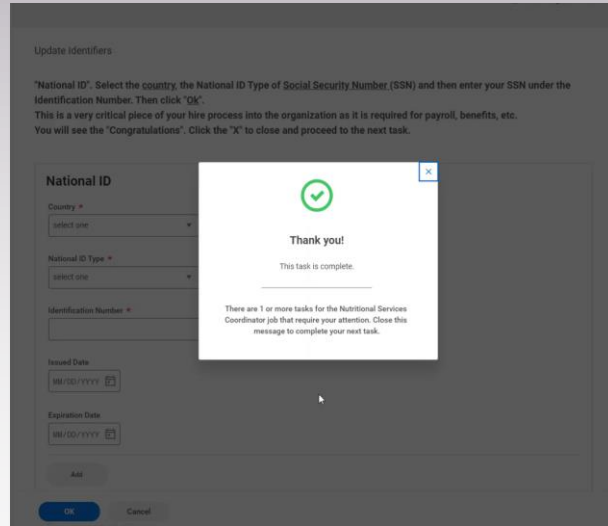
Task 1: Offer Letter (cont.)



E. This will bring you back to the document where you can “click to sign”



F. After you have completed the signature, you will be brought back to this document page where you can click on the link to download a PDF version of your signed offer letter. Then Click “OK”.



G. After clicking “OK”, you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.

Task 2: National ID (SSN)

Update Identifiers

"National ID". Select the country, the National ID Type of Social Security Number (SSN) and then enter your SSN under the Identification Number. Then click "OK". This is a very critical piece of your hire process into the organization as it is required for payroll, benefits, etc. You will see the "Congratulations". Click the "X" to close and proceed to the next task.

National ID

Country *
United States of America

National ID Type *
Social Security Number (SSN)

Identification Number *
[]

Issued Date
MM/DD/YYYY

Expiration Date
MM/DD/YYYY

Add

OK Cancel

Complete the required fields and select "OK"

Update Personal Information

Personal Information change task. Enter your date of birth, gender and marital status. You may enter in the other fields but they are not required. Once complete, click "OK". The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

Gender *
select one

Date of Birth *
MM/DD/YYYY

Marital Status *
select one

Hispanic or Latino

Race/Ethnicity
select one

Citizenship Status
[]

Thank you!
This task is complete.

There are 1 or more tasks for the Nutritional Services Coordinator job that require your attention. Close this message to complete your next task.

OK Cancel

After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.

Task 3: Add Personal Information

Update Personal Information

Personal Information change task. Enter your date of birth, gender and marital status. You may enter in the other fields but they are not required. Once complete, click "OK". The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

Gender *
select one

Date of Birth *
MM/DD/YYYY

Marital Status *
select one

Hispanic or Latino
 optional

Race/Ethnicity
select one optional

Citizenship Status
[] optional

Add

OK Cancel

Complete the required fields and any optional fields you wish to complete. Then press "OK".

Workday - Candidate Home

My Tasks
No tasks to complete.

Welcome
Welcome to your candidate home at [Health]. Please review your []

Submitted Applications
There is no new information for you at this time.

Thank you!
This task is complete.

There are currently no more tasks for the Nutritional Services Coordinator job.

OK

After clicking "OK", you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed back to your Candidate Home Account.