View and Respond to an Offer of Employment

Details

This quick guide outlines the steps an external applicant takes to view and respond to a job offer through their Candidate Home account. If Carnegie Mellon extends to you an offer of employment, you will be notified via email.

To view and respond to an offer:
1. Log in to your Candidate Home account.
2. Click on the **Candidate Home** link located in the upper right corner of your screen.
3. Locate the offer in the **To Do** tab in the **My Tasks** section of your Candidate Home page.
4. Click the **Review** button to review the offer.

Review Document Page:

To view the job offer, click on the PDF link on the Review Document page.

To accept the offer:
1. Check the "I Agree" checkbox.
2. Enter a comment, if you wish to.
3. Click the Select Option button, and then select OK.
4. Complete the additional tasks on your Candidate Home page as soon as they display. (See pages 2 and 3 below.)

To decline the offer, click the Select Option button, and then select Don't Accept.

Clicking **Cancel** cancels the review session and retains the offer on your Candidate Home page to be addressed later.
Additional Tasks—CMU COVID-19 Vaccination Requirements:
As soon as you accept a job offer at CMU, you will receive an email prompting your to log in to your Candidate Home page and complete two tasks related to complying with the university’s COVID-19 vaccination requirements. The tasks you will need to complete are as follows:

2. Provide your date of birth by completing the Change Personal Information task.

Note: Please complete these tasks within 24 hours of accepting a job offer. Delays may jeopardize your eligibility to start work as scheduled.
Quick Guide: View and Respond to an Offer of Employment  
Audience: external applicant (non-CMU employee)

Details

Review Documents: The document you are being asked to review contains all the information you need to comply with CMU’s COVID-19 vaccination requirements before your first day of work.
1. To complete the Review Documents task, click the Start button, read the COVID-19 vaccination requirements document, and acknowledge that you have received the information.

![Review Document](attachment:pdf)

Note on exemptions: If you plan to request an exemption from the university's COVID-19 vaccination requirements, we recommend beginning the exemption process as soon as possible after you have accepted a job offer. The process takes up to five business days, and the exemption must be approved before you start work. Instructions for requesting an exemption are included in the review document.

Change Personal Information:
1. Click the Start button to the right of Change Personal Information to access the task.
2. Enter your date of birth and then click OK.

![Update Personal Information](attachment:image)

Note: University Health Services will use your date of birth to create your HealthConnect, which is where you will upload your vaccination records once you have been entered into the system and obtained your Andrew ID (university ID).