

Recruitment and Onboarding

Accepting, Declining and Printing a Letter of Offer

Audience: Internal and External to NSW Health Candidates

Quick Reference Guide



What is a Letter of Offer?

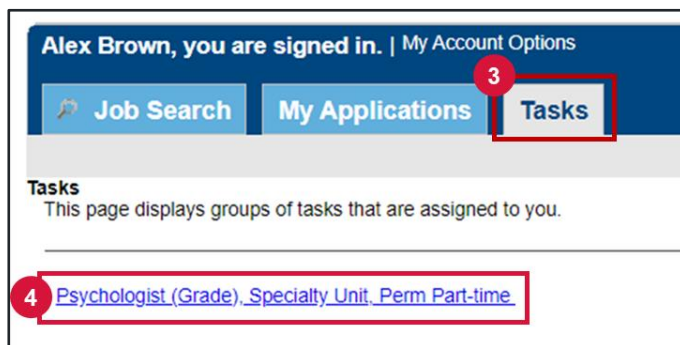
- A letter of offer is a formal document which is extended to the recommended candidate via the NSW Health Career Portal. It contains information about the conditions of employment.
- Once a letter of offer has been accepted, the candidate will be able to save and print a copy.



How to respond to your Letter of Offer

The following steps outline how to accept or decline your letter of offer:

1. Navigate to the **NSW Health Career Portal** via <https://jobs.health.nsw.gov.au>
2. Select **Go to Profile** and Log in with your Username and Password.
3. Select the **Tasks** tab.
4. Select the role hyperlink.



The Letter of Offer welcome page will display.

5. Review the instructions and select **Next Page** (at the bottom of the page)

[Back to All Tasks](#)
0 of 2 Tasks Completed

Letter of Offer
Due Date: Nov 8, 2023

Actions
Acknowledgement

Job Demands
Due Date: Nov 9, 2023

Job: Psychologist (Grade), Specialty Unit, Perm Part-time (Caroline CEW)

Offer Letter Actions

Letter of Offer

Position Information

Requisition Title: Psychologist (Grade), Specialty Unit, Perm Part-time (Caroline CEW) Requisition ID: REQ104783

Instructions

Offer of Employment Next Steps

[Congratulations](#) on your appointment for the role with NSW Health.

Prior to acceptance, please read your Letter of Appointment and the below documents, download to save or print a copy of these. For more information, please refer to [Accepting and Printing your Letter of Offer](#).

- [NSW Health Code of Conduct](#)
- [Position Description](#) (available in the letter of Appointment)
- [Job Demands](#) (if applicable will be available in the Job Demands task)

Provide your acceptance by completing the declarations and responding to the Offer Acceptance question. Completion of all activities (including Personal Details if relevant) will ensure your record is uploaded into Payroll.

6. Read through the letter of offer and review the **NSW Health Code of Conduct**, **Position Description** and **Job Demands** attachments.
7. Select **Yes** from the dropdown menu to acknowledge that each document has been read

Attachments

*I have read, understand and accept the NSW Code of Conduct
Yes

*I have read, understand and accept the Job Demands of the position
Yes

*I have read, understand and accept the Position Description
Yes

8. In the Offer eSignature Acknowledgement section, select **Accept the offer** from the dropdown menu
9. Enter your **Last Name** in the text field
10. Select **Submit**

Please note that an eSignature is the electronic equivalent of a hand-written signature.

*Offer Acceptance
Accept the offer **8**

*Please enter your Last Name for verification purposes
..... **9**

The following information will auto-populate upon submission

Full Name
Signature Date
IP Address
Requisition ID
REQ104783

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[Next Task](#) [Print Preview](#)

11. Select the **Offer Cover Letter** hyperlink.

Instructions

Click on the Offer Letter Cover link below to access a signed copy of your Letter of Offer. Please ensure you print or save this document for your records.

After you have clicked on the Offer Letter Cover link and saved or printed the document, click on the Complete button to mark this task as completed.

You must click on the link below to open and complete the task

Offer Cover Letter



Save or Print your Letter of Offer

When you select the Offer Letter hyperlink, a PDF copy of your Letter of Offer and Electronic Offer Acceptance details will download. Do not select complete until you have saved or printed a copy of your offer letter, as you will not be able to do so once you have selected Complete.

Select CTRL + S to save a copy of the Letter of Offer

Select CTRL + P to print a copy of the Letter of Offer

12. You will be required to review the Job demands of the position after downloading your offer letter. Select the **PDF for Job Demands** hyperlink and review the Job demands for the position.



Important: Warning Prompt

If you select Complete before downloading and reviewing the PDF for Job demands, the system will not allow you to progress and you will see the following warning.

The action cannot be completed.
You must first click the link to display the PDF document.

13. Select **Complete**

14. Complete the **Personal Details** Task and enter information in the following sections:

- Emergency and Next of Kin Contacts
- EEO Information
- Public Holiday Credit Election
- Extra Leave Election.

15. Select **Submit** to complete the task.



Other useful information

- For ROB technical support/General recruitment queries, contact the HealthShare Customer Services Team: Phone: 1300 679 367 Monday to Friday 8.30am – 4.30pm