Recruitment and Onboarding QRG

Accepting and printing your Letter of Offer

Audience: Candidates



What is the Letter of Offer?

- When a Candidate applies for a role within NSW Health, they must create a General Profile and login to a Job Profile. This Job Profile stores information about their application and selection process.
- Correspondence sent during the recruitment activity is stored in the Candidate's Job Profile.
- When a Candidate reaches the offer stage, they can view and print their Letter of Offer in the Task tab when accepting their Letter of Offer.

How to accept and print your Letter of Offer

- 1. Navigate to the NSW Health Career Portal:
 - a. NSW Health Employees via https://jobs.health.nsw.gov.au/internal
 - b. Candidates External to NSW Health via https://jobs.health.nsw.gov.au
- 2. Scroll down the page and click on **Go to Profile**.

Latest Jobs	View all Latest Jobs	Take a Video tour of our Application Proces
Registered Nurse, Intensive Care Unit, Liverpool Hospital, Ful Q Liverpool, Liverpool Hospital Western Sydney	Welcome the SW Health Career Portal	
Employment Type: Permanent Full TimePosition Classification: Registered NurseRemuneration: 62619.5 - 87926.11Hours Per Week: 38Requisition ID:	Bouth Eastern Sydney Local Health District	My Profile
Registered Nurse, Intensive Care Unit, Liverpool and Sutherla Q Liverpool, Liverpool Hospital Western Sydney	nd Hospital, Full Time - CD	Create and manage profiles for future opportunities. Go to Profile
Employment Type: Permanent Full Time Position Classification: Registered Nurse Remuneration: 62619.5 - 87926.11 Hours Per Week: 38 Requisition ID:	 South Eastern Sydney Local Health District Clinical Nurse Consultant 	My Applications
Graduate Registered Nurse Q Statewide		Track your opportunities. My Applications
Employment Type: VariousRemuneration: 62619.5 - 62619.5Hours Per Week: 38Requisition ID: PCAM11168Position TaglineThis is the 'enticer' for the	Nursing and Midwifery Office	

The Candidate Privacy Agreement screen will display, and you are required to accept or decline the conditions each time you login to the Career Portal.

- 3. Click I Accept to continue, or I Decline to go back.
- 4. Log into the Career Portal using your Username and Password.

Your candidate Job Profile will display



- 5. Click the **Tasks** Tab.
- 6. Open the Letter of Offer by clicking on the **hyperlink** for the position.

Esther Fuchsia, you are signed in. My Account Options	Sign Out
Job Search My Applications Tasks	
Tasks This page displays groups of tasks that are assigned to you.	
REQ103889 Registered Nurse	0 of 2 Tasks Completed

The Letter of Offer and other tasks will display.

7. Read through the details of your Letter of Offer, review the essential documents, and respond to the NSW Health Code of Conduct, Job Demands and Position Description.

Before accepting this Letter of Offer you must review the NSW Health you have downloaded to save or printed a copy of the Letter of Appoint acceptance.	Code of Conduct along with the Position Description. Ensure tment and listed documents within the letter, prior to
For more information refer to Accepting and Printing your Letter of Offe	ır.
Attachments	
*I have read, understand and accept the NSWH Code of Conduct Not Specified	
*I have read, understand and accept the Job Demands of the position	
Not Specified	
*I have read, understand and accept the Position Description	
Not Specified	

8. Before submitting your acceptance, click the **Print Preview** button to print or save your Letter of Offer.

offer eSignature Acknowledgement
declare that all statements, supporting documents and other information I provide as part of this recruitment process are, to the est of my knowledge, true and accurate.
understand that all relevant information I provide will be appropriately and independently verified, and that relevant employment hecks will be conducted in line with the current NSW Health policy Recruitment and Selection of Staff to the NSW Health Service.
understand that if any information I provide is found to be deliberately misleading, this may result in a decision not to mploy/appoint me; the withdrawal of an offer of employment; or if I have already been employed/appointed, dismissal.
lease note that an eSignature is the electronic equivalent of a hand-written signature.
Offer Acceptance
Not Specified 🗸
Please enter your Last Name for verification purposes
ull Name
ignature Date
P Address
equisition ID REQ104012
Previous Page Submit Next Task Print Preview

The print version of the Letter of Offer will open.

9. Click on Print.

Health South Eastern Sydney Local Health District





- 10. Select your preferred option from the **Print Destination** drop-down menu:
 - a. save as PDF to save a copy to your computer then click Save
 - b. select the **Printer** link to print in hardcopy then click **Print**.

52020 Offer Letter		-	•				
equired fields are marked with an asteriak.			Ŀ	Print			3 pages
NSW Heal	th Eastern Sydney Health District			Destination		Save as PDF	*
Barnaby Green I Happy Street			B	CHATCIT-PMF001 on Hts0790.healthtech.nswhealth.ne			
Barnaby,				Send To OneNote 2013			
f Appointment ased to offer you employment with South Eastern Sydney Local Health District, a part of th	e NSW Health Service.		A	Save as PDF			
e employed on a Full Time - Permanent basis as alan Offer Letters - RN & CM, Psycholo	gist, commencing on 29			See more			
r, 2020. You will be based at location. Your employment will be governed by the Health a s Psychologiats (State) Award.	nd Community			More settings			~
Involve the duties set out in the <u>Position Description</u> . You will also be expected to duties and perform such other suitable duties as may otherwise be allocated from out any significant changes to your position or duties before they take effect.	have a flexible n time to time. You will			More settings			
puirements							
ts drectly to Natasha Claxton, Nurse Mgr Gde 6 Nursing Administration90275- mployer.	or otherwise as						
N ally be required to work 5 days (38 hours) per week between the hours of 9am to 5p hours of work, any shift times and any on-call availability from time to time as require	m. It may be necessary of by the demands of						
ion							
ration will be determined in accordance with the Heath and Community Employees P uit. Your commencing rate of pay will be \$98,453.00 per annum. Your salary may be a on once you provide documented proof of service/qualifications.	sychologists (State) adjusted in line with						
Il be paid fortnightly into your nominated financial institution account.							
o attend compulsory orientation (including e-orientation) and mandatory training, is an important activity designed to assist you to integrate effectively into your in	Orientation and sew work environment.						
eriod							
ubject to a probation period of three (3) months, unless otherwise stated in the relevan riew during and at the end of this period.	nt award, including a						
with NSW Health Policies						Sava	Canaal
Yewgov taleo nel/careersection/careersection/processes/taskList.jsf	10					Save	Cancel

11. After printing or saving your Letter of Offer, select **Accept the Offer** from the Offer Acceptance drop-down menu and type in your **Last Name** to verify your acceptance, then click on **Submit**.

Offer e Signature Acknowledgement
I declare that all statements, supporting documents and other information I provide as part of this recruitment process are, to the best of my knowledge, true and accurate.
I understand that all relevant information I provide will be appropriately and independently verified, and that relevant employment checks will be conducted in line with the current NSW Health policy Recruitment and Selection of Staff to the NSW Health Service.
I understand that if any information I provide is found to be deliberately misleading, this may result in a decision not to employ/appoint me; the withdrawal of an offer of employment; or if I have already been employed/appointed, dismissal.
Please note that an eSignature is the electronic equivalent of a hand-written signature.
*Offer Acceptance
Not Specified V
*Dease enter your Last Name for verification nurnoses
The following information will auto-populate upon submission
Full Name
Signature Date
IP Address
Requisition ID REQ104012
Previous Page Submit Next Task Print Preview



1 Other useful information

- For password resets contact SWSD on 1300 28 55 33.
- Additional Training Materials located at: <u>http://intranet.hss.health.nsw.gov.au/about/ehealth/corporateit/recruitmentand-onboarding-project/rob-</u> <u>training</u>.

