

# 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**.

The screenshot displays the 'Latest Jobs' section of the NSW Health Career Portal. It features three job listings with details such as position title, location, employment type, and remuneration. On the right side, there is a 'My Profile' section with a 'Go to Profile' button highlighted by a red rectangular box. Below it is a 'My Applications' section with a 'My Applications' button. A video player is visible at the top right of the page.

*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*

- Click the **Tasks** Tab.
- 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.*

- 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 Code of Conduct](#) along with the Position Description. Ensure you have downloaded to save or printed a copy of the Letter of Appointment and listed documents within the letter, **prior to acceptance**.

For more information refer to [Accepting and Printing your Letter of Offer](#).

Attachments

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

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

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

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

**Offer eSignature 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

\*Please enter your Last Name for verification purposes

**The following information will auto-populate upon submission**


Full Name  
 Signature Date  
 IP Address  
 Requisition ID  
 REQ104012

*The print version of the Letter of Offer will open.*

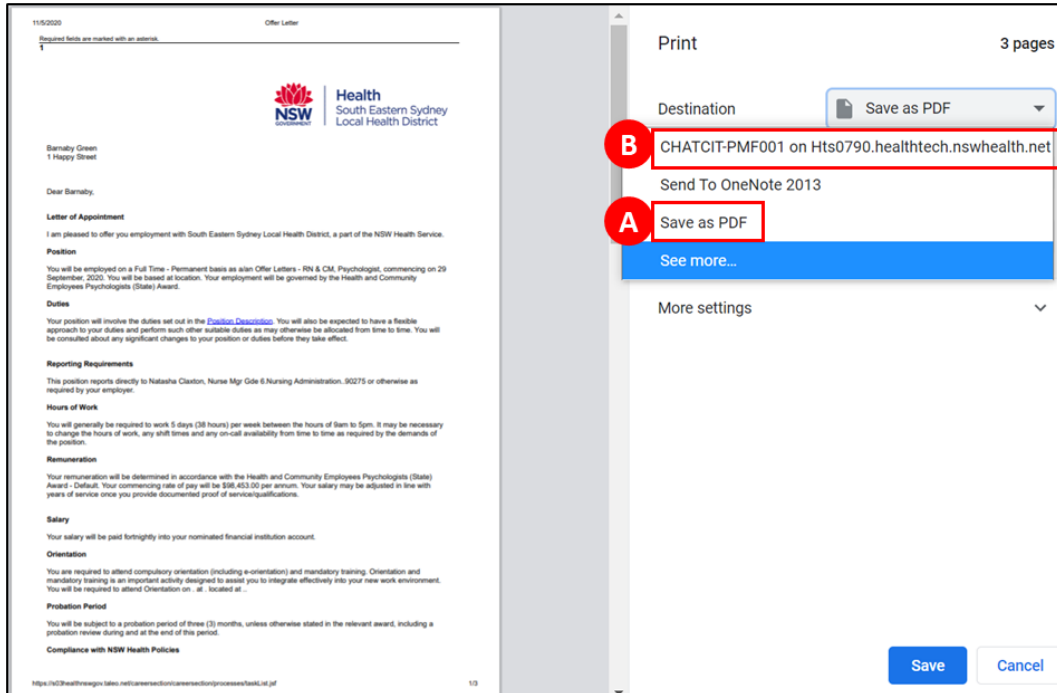
- Click on **Print**.

[Back](#)

Required fields are marked with an asterisk.  
 1


**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**.



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 eSignature 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.

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## Other useful information

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