

Accept a Job Offer

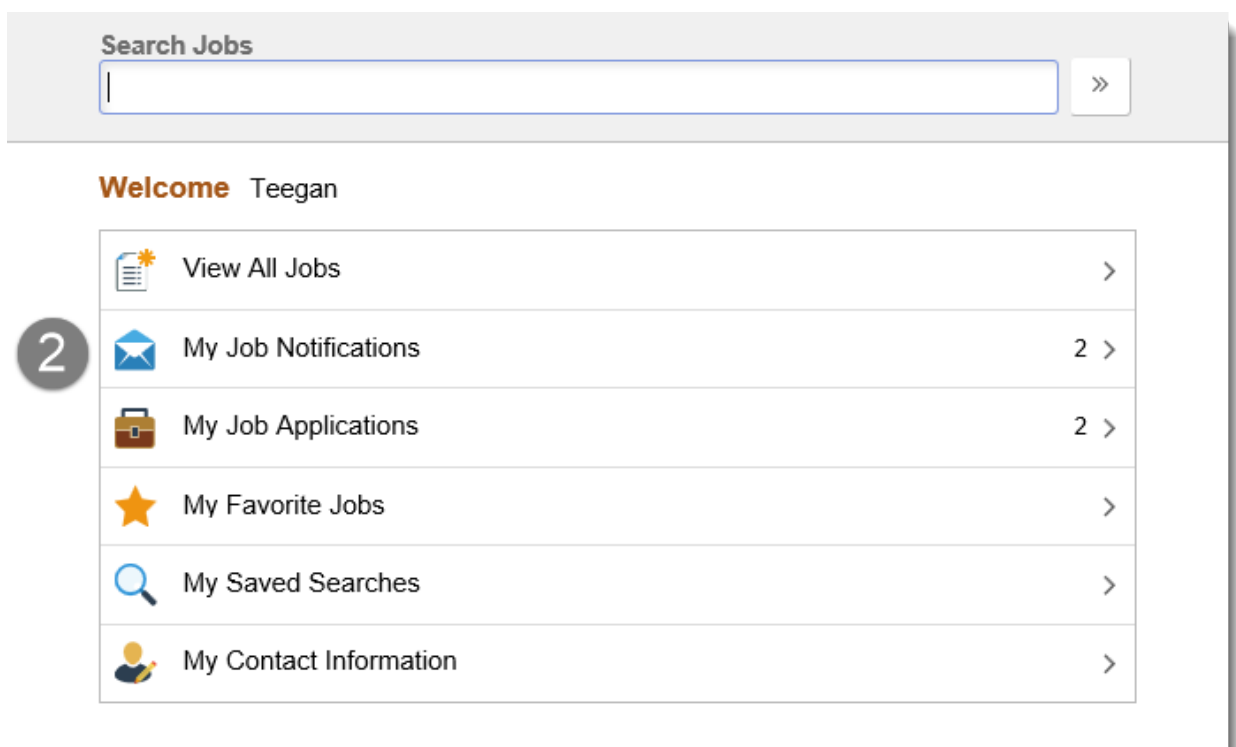
Applies to internal and external applicants

If your job application is successful, you will receive an email with instructions to accept the offer by the expiration date. To accept the job, follow the steps outlined below:

1. For internal applicants, login at <https://my.ryerson.ca/> and click the **eHR** tab. On the **Employee Self Service Homepage**, click **Careers**.

For external applicants navigate to <https://www.ryerson.ca/careers/>, then click **Staff Opportunities**. Confirm your employment relationship with Ryerson, click **"I am an external candidate"**, then click the **New User** link. On the register screen complete all the required fields.

2. Click the **My Notifications** link.





3. The job offer section and the notification sections will display. Your job offer/s will display in the **My Job Offers** section. Click the **Offer** title link.

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date	
ACC101 - Full Sessional Contract Lecturer Fall	334910	New	Ryerson University	07/12/2018	07/17/2018	3 >

My Notifications

Subject	Status	Date Received	
 You have a job offer: ACC101 - Full Sessional Contract Lecturer Fall (Job ID 334910)	New	07/12/2018 8:36AM	>
 You are invited to apply for a job: ACC101 - Full Sessional Contract Lecturer Fall (Job ID 334910)	New	07/12/2018 8:36AM	>

4. In the Step 1: Review Offer section, click the **Offer Letter** link to download the offer.
5. In the Step 2: Acknowledge section, click the **"I acknowledge that ..."** option.
6. Click **Accept** to confirm your acceptance of the offer, and then **OK**. Another message will pop-up to confirm your acceptance of the offer.

Tip: Use the Notifications section to access your offer details. Review the job offer section for details of the offer and expiration date.

Please also see the [New Employee Guidelines](#) to learn about first steps.

More Information

For more information and online training, go to [How to Use eHR](#) and see [Careers](#).