

Quick Guide: View and Respond to an Offer of Employment

Audience: external applicant (non-CMU employee)

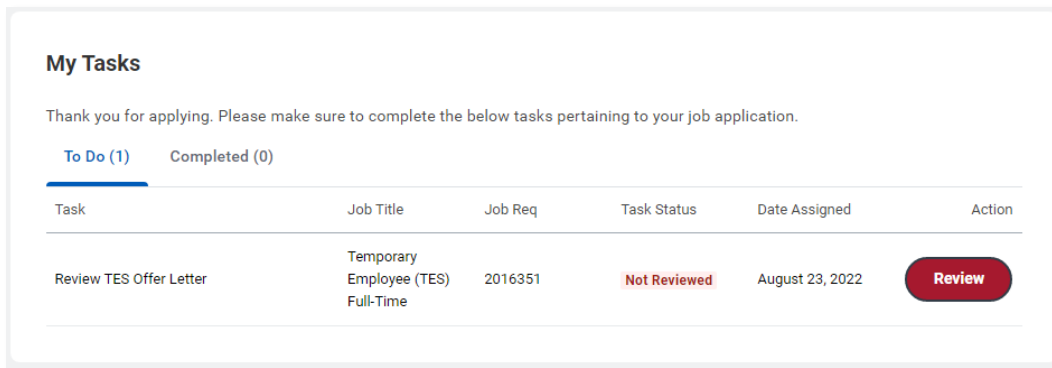
View and Respond to an Offer of Employment

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:

Review Document

To view and accept the offer:

1. Click on the **PDF** link below to review the offer.
2. Select the **"I Agree"** checkbox.
3. Click on the **Select Option** button and then select **OK**.

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



[CMU - Offer Letter 05/03/2021.pdf](#)

By accepting this offer electronically, you agree to the terms outlined in the document above.

I Agree



Comment

Follow Us



OK

Don't Accept

Select Option

Cancel

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.