

Congratulations on your job offer!

Your Online Job Offer:

Through Online Job Offers, prospective employees can view, decline, accept and complete pending job offers.

This is a comprehensive guide of all aspects of completing your job offer. You can jump to different sections by selecting the different links below.

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How to Complete My Job Offer

Remember to sign and date each document. If you have any questions, please do not hesitate to contact your local Human Resources Recruiting Department listed below.

Facility	Main Line
Bellevue	212-562-6283
Central Office	212-442-0352
Coler	646-640-4020
Coney Island	718-616-4360/4826
East New York	718-240-0509
Elmhurst	718-334-4821
Gouverneur	212-238-7073
Harlem	212-939-2620/2593
Health & Home Care	646-458-6100
Henry J. Carter	646-686-0273
Jacobi/North Central Bronx	718-918-3520
Kings County	718-245-2000
Lincoln	718-579-6465
McKinney Center	718-245-7322
MetroPlus	212-908-8600
Metropolitan	646-672-3002
Morrisania/Belvis	718-579-6465
Queens	718-883-4832
Renaissance	212-939-2620/2593
Sea View	718-317-3290
Woodhull/Cumberland	718-963-8132

How to View My Job Offer

You will receive an email notification of your job offer. Please follow the steps below to **view** this offer.

1. Go to employment.nychhc.org
2. Enter your User Name and Password and click **Login**

Sign In

You must sign in to continue.

*User Name [Forgot User Name](#)

*Password [Forgot Password](#)

[Don't have a User Name or Password?](#)
[Register Now](#)

3. On the *Careers Home* page, click on the [job offer has been received](#) link.

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information Signed In as VICTORIA

Advanced Search

Keywords [Search Tips](#)

Department

Locations All Locations

Job Opening ID

Regular/Temporary Position

Full/Part Time

Shift

Desired Pay Currency

Recruiter

Hiring Manager

Jobs Posted Within Last Month

[Basic Search](#)

My Notifications

- 1 job offer has been received
- 1 notification is received

My Activities

- 5 applications are submitted
- 3 resumes are saved

- 4: On the **Job Offers** section, select the icon to view your job offer.

My Notifications Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

Job Offers

Click Here to View	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
	Ast Dir. Hosp X03779 REVISED REPOST	17754	New	Queens	01/02/2015	01/15/2015

Notifications

Subject	Received	Delete
You have a job offer: Ast Dir. Hosp X03779 REVISED REPOST (Job ID 17754)	01/02/2015 1:28PM	

[Return to Previous Page](#)
Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

How to View My Job Offer

5: Once on the *Job Offer* page, review all details. Click on each document details to review the document attachment.

Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

We'd like to hire you for the following position:

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
 Job Opening ID 17754
 Offer Date 01/02/2015
Offer Expiration Date 01/15/2015

Congratulations! We are delighted to extend this offer of employment to you.

Please review each of the documents carefully before responding to this offer. The documents marked as Action Required ⚠️ MUST be completed and uploaded as an attachment below.

For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

If you have any questions, contact the Human Resources Department assistance.

Step 1 - Review Offer Information

Action Required	Type	Details
⚠️	Document	GROUP 11 PRE-EMPLOYMENT PACK
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
⚠️	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

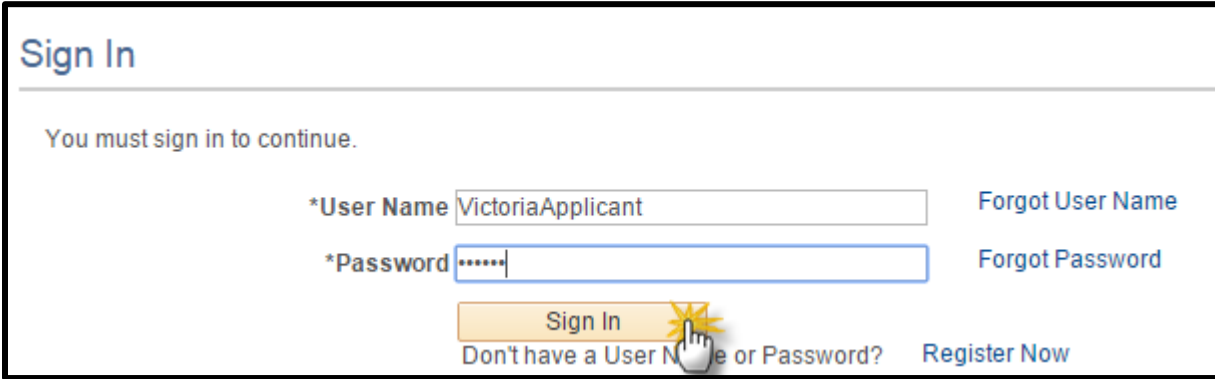
Please note: If you choose to accept this job offer, you must complete and upload all documents marked with an ⚠️ icon under the **Action Required** section before the **Offer Expiration Date**.

For more information on how to accept a job offer please refer to the [How to Accept a Job Offer](#) section.

How to Accept My Job Offer

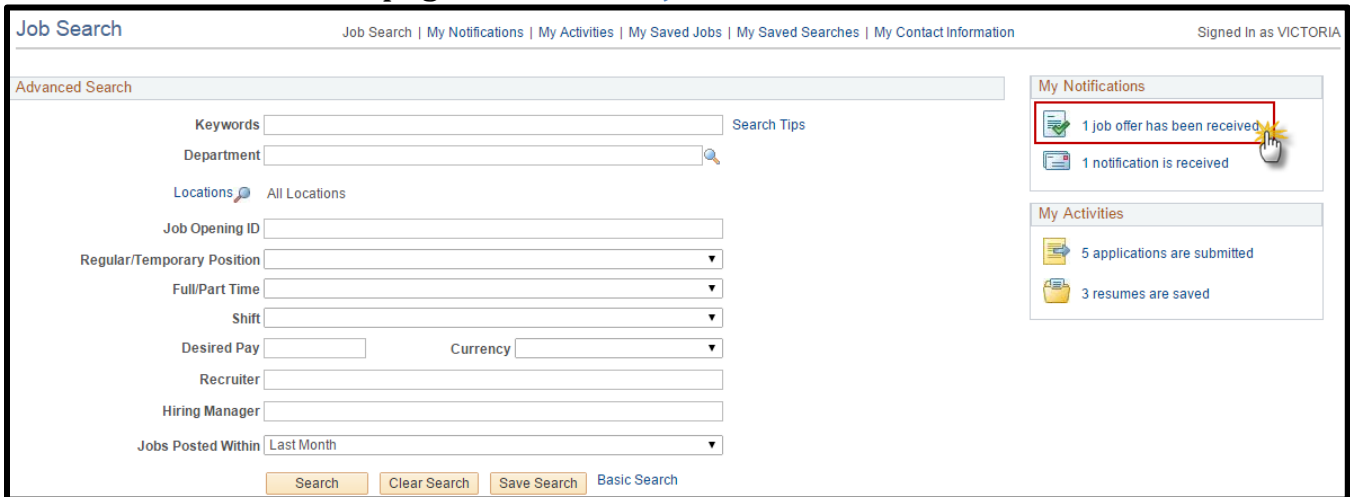
You will receive an email notification of your job offer. Please follow the steps below to **accept** this offer.

1. Go to employment.nychhc.org
2. Enter your User Name and password and click **Login**




The screenshot shows the 'Sign In' page. At the top left, it says 'Sign In'. Below that, a message reads 'You must sign in to continue.' There are two input fields: '*User Name' with the text 'VictoriaApplicant' and '*Password' with masked characters '*****'. To the right of the User Name field is a link 'Forgot User Name', and to the right of the Password field is a link 'Forgot Password'. Below the fields is a yellow 'Sign In' button with a hand cursor icon over it. Underneath the button is the text 'Don't have a User Name or Password?' and a link 'Register Now'.

3. On the *Careers Home* page, click on the [job offer has been received](#) link.




The screenshot shows the 'Job Search' page. At the top, there are navigation links: 'Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information' and 'Signed In as VICTORIA'. The main area is titled 'Advanced Search' and contains several search filters: 'Keywords', 'Department', 'Locations' (set to 'All Locations'), 'Job Opening ID', 'Regular/Temporary Position', 'Full/Part Time', 'Shift', 'Desired Pay', 'Currency', 'Recruiter', 'Hiring Manager', and 'Jobs Posted Within' (set to 'Last Month'). At the bottom are buttons for 'Search', 'Clear Search', 'Save Search', and 'Basic Search'. On the right side, there are three sections: 'My Notifications' with a red box around the notification '1 job offer has been received' and a hand cursor icon, and 'My Activities' with notifications '5 applications are submitted' and '3 resumes are saved'.


4. On the **Job Offers** section, select the  icon to view your job offer.

My Notifications Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

Job Offers

Click Here to View	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
	Ast Dir. Hosp X03779 REVISED REPOST	17754	New	Queens	01/02/2015	01/15/2015

Notifications

Subject	Received	Delete
You have a job offer: Ast Dir. Hosp X03779 REVISED REPOST (Job ID 17754)	01/02/2015 1:28PM	

Return to Previous Page Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information


5: Once on the *Job Offer* page, review all details. Click on each document details to review the document attachment.

Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

We'd like to hire you for the following position:

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
 Job Opening ID 17754
 Offer Date 01/02/2015
Offer Expiration Date 01/15/2015




Congratulations! We are delighted to extend this offer of employment to you.

Please review each of the documents carefully before responding to this offer. The documents marked as Action Required  MUST be completed and uploaded as an attachment below.

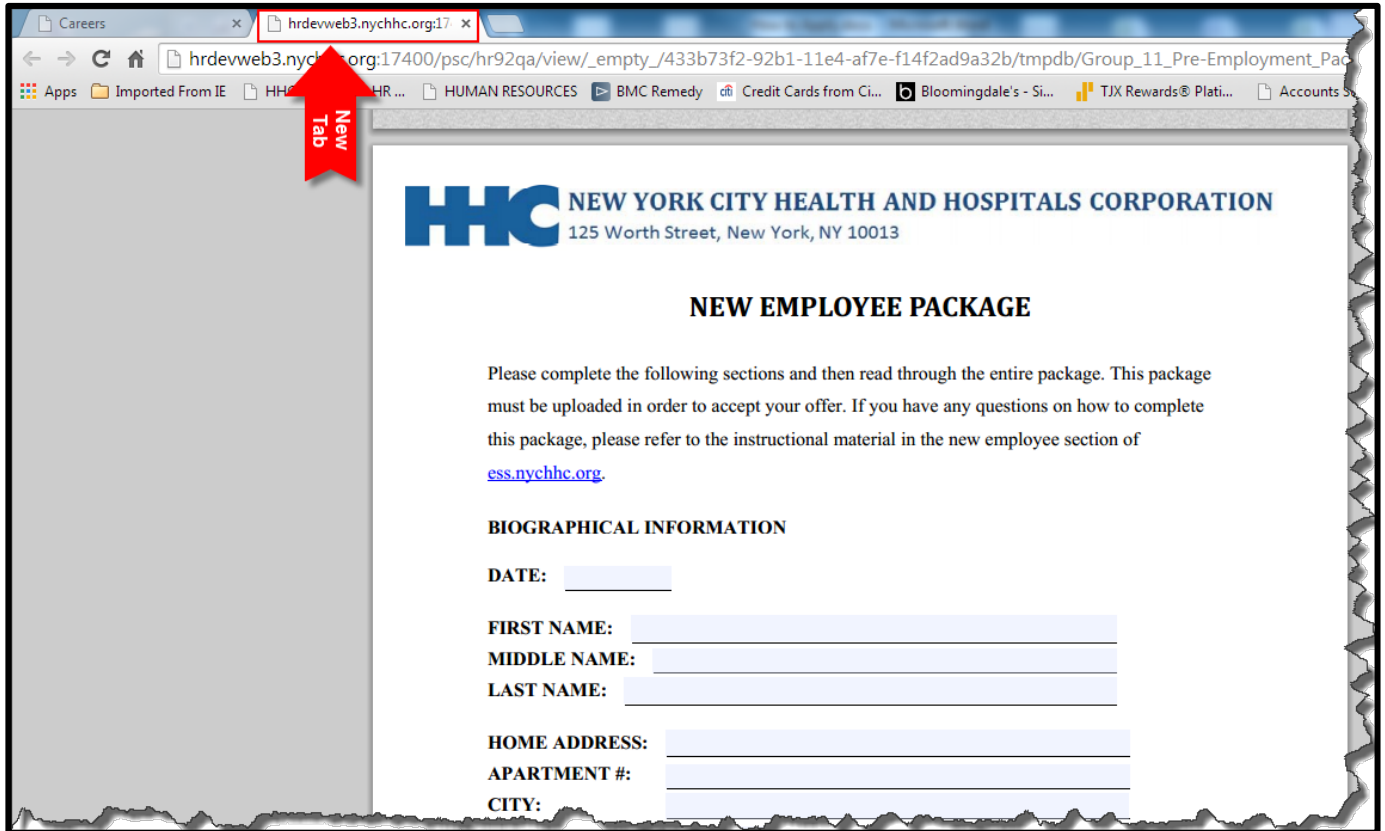
For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

If you have any questions, contact the Human Resources Department assistance.

Step 1 - Review Offer Information


Action Required	Type	Details
	Document	GROUP 11 PRE-EMPLOYMENT PACK
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

6: The selected document will display as a new tab, once you are directed to the PDF's, review *all* information.



7: If you choose to accept this job offer, click on the **Acknowledgements** checkbox then click **Accept**.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Recruiting](#) > [Careers](#)



Job Offer
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)


We'd like to hire you for the following position:

Posting Title **Ast Dir. Hosp X03779 REVISED REPOST**
 Job Opening ID **17754**
 Offer Date **01/02/2015**
Offer Expiration Date **01/15/2015**

Congratulations! We are delighted to extend this offer of employment to you.


Please review each of the documents carefully before responding to this offer. The documents marked as Action Required ⚠️ MUST be completed and uploaded as an attachment below.

For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

⚠️	Document	GROUP 11 PRE-EMPLOYMENT PACK 
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
⚠️	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

Step 2 - Acknowledge Offer

Acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments 


Step 3 - Return Completed Documents

No completed documents have been added

[Return to Previous Page](#)
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

8: You have successfully accepted your online offer.

Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

 Congratulations! We are delighted that you have accepted this offer of employment.

Posting Title Ast Dir. Hosp X03779 REVISED REPOST

Job Opening ID 17754


Offer Date 01/02/2015

Offer Expiration Date 02/02/2015

Instructions:

Step 1 - attachments marked as "Action Required" must be completed and returned to your recruiter.
Step 2 - select to either accept or reject the offer.
Step 3 - you may either upload completed attachments here, fax them to our office, or bring them with you to your first day of work.

If you have any questions, please contact your recruiter for assistance.

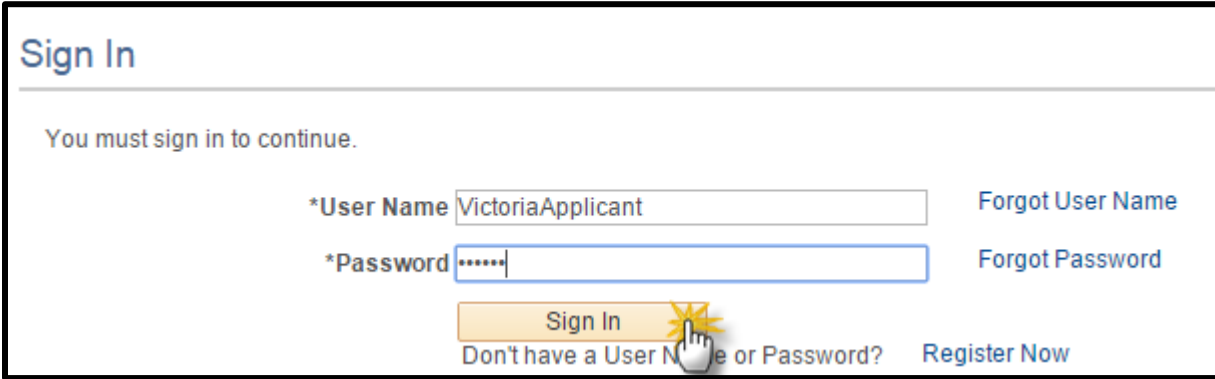
Please note: If you choose to accept this job offer, you must complete and **upload** all documents marked with an  icon under the **Action Required** section before the **Offer Expiration Date**.

For more information on how to upload a job document please refer to the [How to Upload My Employment Package](#) section.

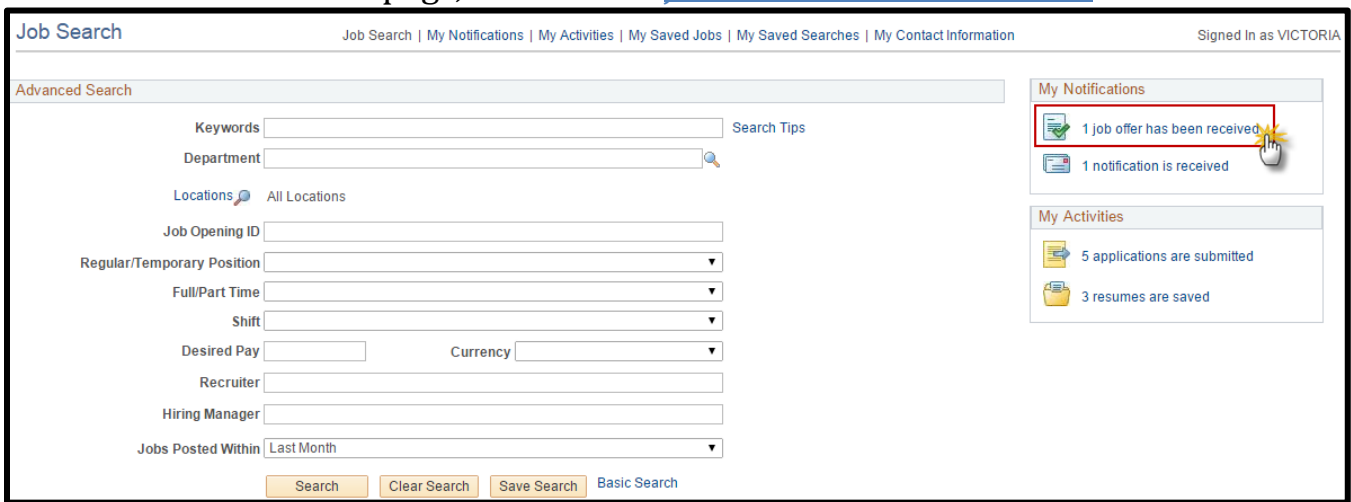
How to Decline My Job Offer

You will receive an email notification of your job offer. Please follow the steps below to **decline** this offer.

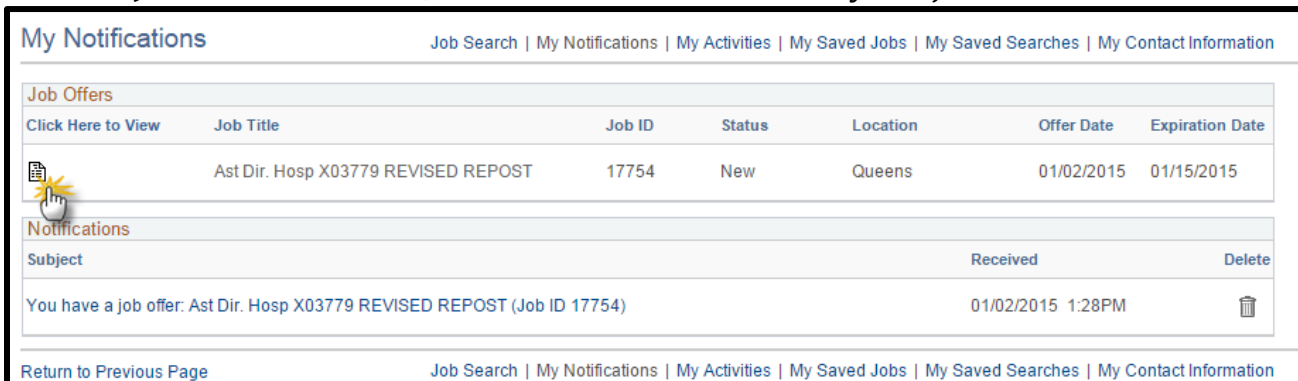
1. Go to employment.nychhc.org
2. Enter your User Name and password and click **Login**





3. On the *Careers Home* page, click on the [job offer has been received](#) link.



4. On the **Job Offers** section, select the  icon to view your job offer.



Click Here to View	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
	Ast Dir. Hosp X03779 REVISED REPOST	17754	New	Queens	01/02/2015	01/15/2015

Subject	Received	Delete
You have a job offer: Ast Dir. Hosp X03779 REVISED REPOST (Job ID 17754)	01/02/2015 1:28PM	

How to Decline My Job Offer

5: Once on the *Job Offer* page, review all details. Click on each document details to review the document attachment.

Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

We'd like to hire you for the following position:

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
 Job Opening ID 17754
 Offer Date 01/02/2015
Offer Expiration Date 01/15/2015

Congratulations! We are delighted to extend this offer of employment to you.

Please review each of the documents carefully before responding to this offer. The documents marked as Action Required ⚠️ MUST be completed and uploaded as an attachment below.

For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

If you have any questions, contact the Human Resources Department assistance.

Step 1 - Review Offer Information

Action Required	Type	Details
⚠️	Document	GROUP 11 PRE-EMPLOYMENT PACK
⚠️	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
⚠️	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter



6: The selected document will display as a new tab, once you are directed to the PDF's, review *all* information.



How to Decline My Job Offer

7: If you chose to decline this job offer, select the **Reject** button under the *Acknowledge Offer* section.

Step 1 - Review Offer Information

Action Required	Type	Details
	Document	GROUP 11 PRE-EMPLOYMENT PACK
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

Step 2 - Acknowledge Offer

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Step 3 - Return Completed Documents

No completed documents have been added

8: Select the **OK** button to confirm this transaction.


Message

You have elected to reject the job offer. (18177,2720)

Select OK to submit or Cancel to return to the job offer page.

9: Your offer has successfully been declined.



Job Offer
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

 **We are sorry you have decided to reject this offer of employment.**

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
Job Opening ID 17754
Offer Date 01/02/2015
Offer Expiration Date 01/15/2015

If you have any questions, contact your recruiter for assistance.

Step 1 - Review Offer Information

Action Required	Type	Details
	Document	GROUP 11 PRE-EMPLOYMENT PACK
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

How to Upload My Employment Package

After you have accepted your job offer, you will have to submit your Employment Package for hire. Please follow the steps below to **upload** your employment package.

1. Go to employment.nychhc.org
2. Enter your User Name and password and click **Login**

Sign In

You must sign in to continue.

*User Name

*Password

[Forgot User Name](#)

[Forgot Password](#)

Sign In

[Don't have a User Name or Password?](#)
[Register Now](#)

3. On the *Careers Home* page, click on the [job offer has been received](#) link.

Job Search
Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information
Signed In as VICTORIA

Advanced Search

Keywords [Search Tips](#)

Department

Locations All Locations

Job Opening ID

Regular/Temporary Position

Full/Part Time

Shift

Desired Pay Currency

Recruiter

Hiring Manager

Jobs Posted Within

Search
Clear Search
Save Search
Basic Search

My Notifications


1 job offer has been received

1 notification is received

My Activities

5 applications are submitted


3 resumes are saved

4. On the **Job Offers** section, select the  icon to view your job offer.


My Notifications

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

Job Offers


Click Here to View	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
	Ast Dir. Hosp X03779 REVISED REPOST	17754	New	Queens	01/02/2015	01/15/2015

Notifications


Subject	Received	Delete
You have a job offer: Ast Dir. Hosp X03779 REVISED REPOST (Job ID 17754)	01/02/2015 1:28PM	

[Return to Previous Page](#)
Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

How to Upload My Employment Package

5: Once on the *Job Offer* page, review all details. Click on each document details to review the document attachments. Complete and **upload** all documents marked with an  icon under the **Action Required** section before the **Offer Expiration Date** listed.

Favorites > Main Menu > Self Service > Recruiting > Careers




Job Offer Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information




We'd like to hire you for the following position:

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
 Job Opening ID 17754
 Offer Date 01/02/2015
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Congratulations! We are delighted to extend this offer of employment to you.

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For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

	Document	GROUP 11 PRE-EMPLOYMENT PACK 
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

Step 2 - Acknowledge Offer

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Step 3 - Return Completed Documents

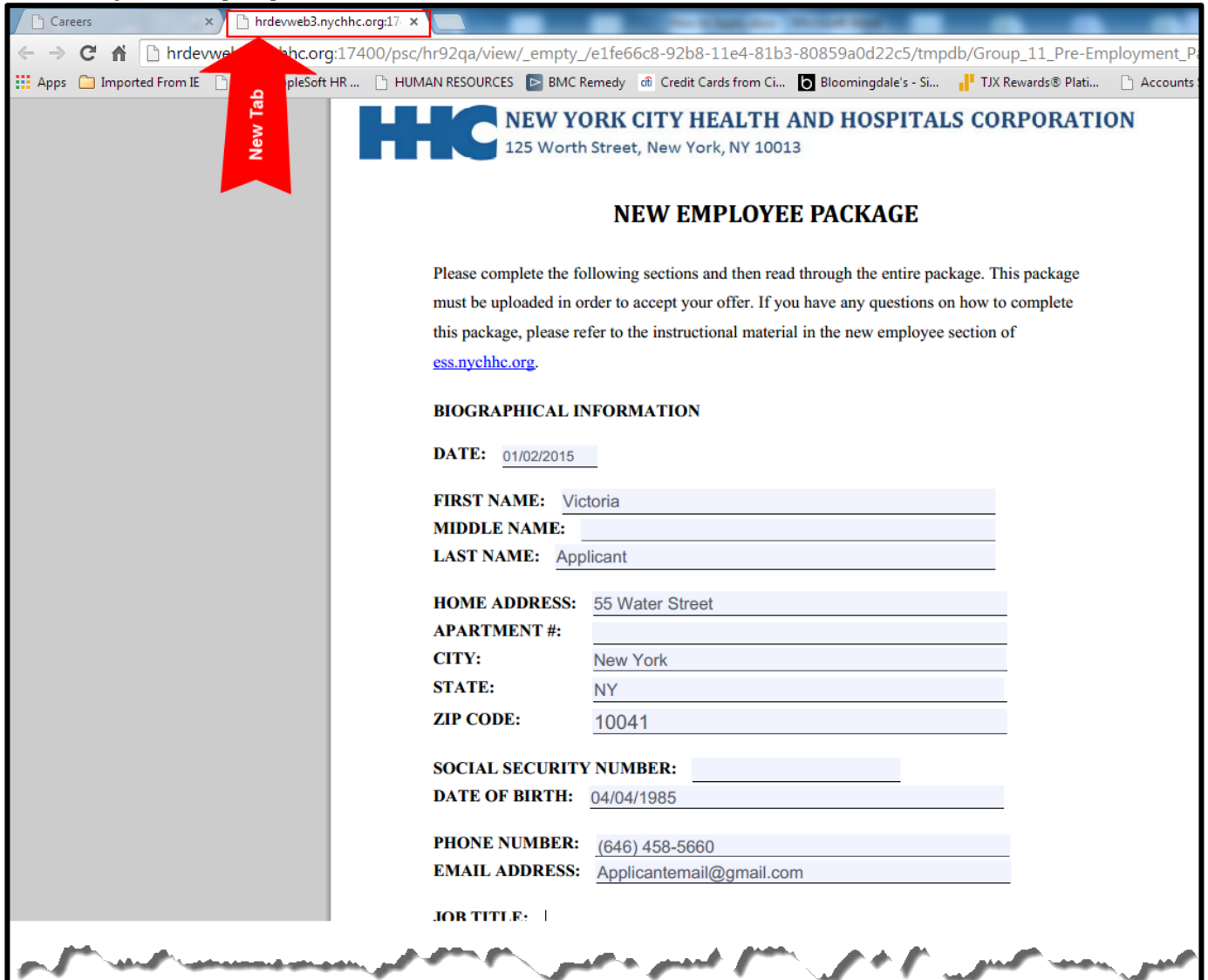
No completed documents have been added

Return to Previous Page Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Contact Information

How to Upload My Employment Package

6: The selected document will display as a new tab, once you are directed to the PDF, fill out each form **COMPLETELY** and print.

Please note: If a new tab did not display, check your Internet Browser settings and disable your Pop-Up Blocker.



The screenshot shows a web browser window with the URL `hrdevweb3.nychhc.org:17400/psc/hr92qa/view/_empty_/e1fe66c8-92b8-11e4-81b3-80859a0d22c5/tmpdb/Group_11_Pre-Employment_P`. The page title is "NEW EMPLOYEE PACKAGE" and it includes the HHC logo and address: "125 Worth Street, New York, NY 10013".

The form contains the following fields:

- DATE:** 01/02/2015
- FIRST NAME:** Victoria
- MIDDLE NAME:** [Empty]
- LAST NAME:** Applicant
- HOME ADDRESS:** 55 Water Street
- APARTMENT #:** [Empty]
- CITY:** New York
- STATE:** NY
- ZIP CODE:** 10041
- SOCIAL SECURITY NUMBER:** [Empty]
- DATE OF BIRTH:** 04/04/1985
- PHONE NUMBER:** (646) 458-5660
- EMAIL ADDRESS:** Applicantemail@gmail.com
- JOB TITLE:** [Empty]

Please note: You may save your file at any time, so that you may return to complete your application.

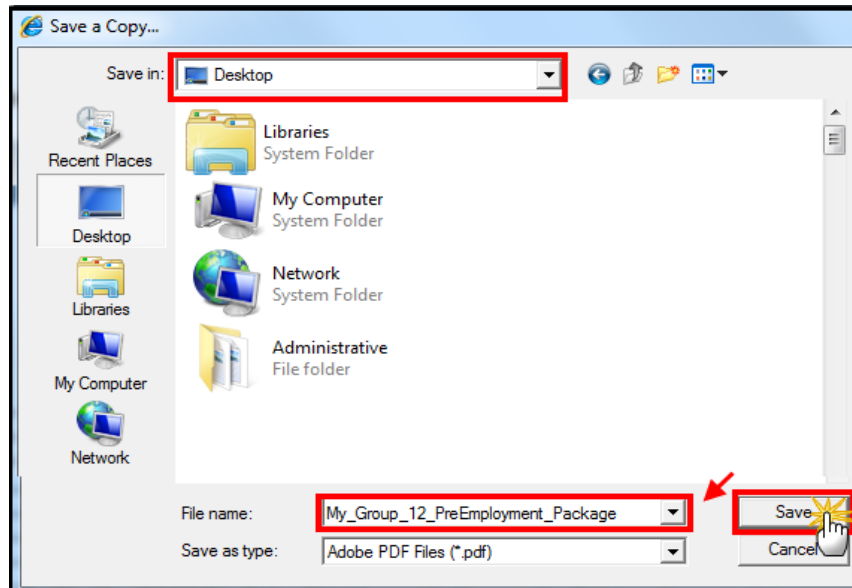
How to Upload My Employment Package

8: There are various pages that require your signature. You must review your package and manually sign those pages that require a signature.

APPLICANT CERTIFICATION		
<p>NOTE: All statements and information in this application are subject to investigation. A false statement shall be grounds for denying or terminating employment. In addition, your continued employment is subject to satisfactory verification of such educational, experience and licensure requirements as may be relevant to your position. You may be subject to a pre-employment physical and/or mental assessment to determine your ability to perform the job.</p> <p>Applicants will be required to undergo a state and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet standards for the background investigation may result in denying or terminating employment.</p> <p>You also should be aware that offering or agreeing to pay money or other benefit in exchange for a job or promotion is prohibited and shall be grounds for denial of employment or for dismissal after employment.</p> <p>I hereby certify that all facts set forth in this application are true, complete and correct to the best of my knowledge and belief.</p>		
Signature of Applicant	Date	
HHC 568 (R Mar 12)		
CERTIFICATION		
<p>I hereby certify that all the facts set forth above are true, complete and correct to the best of my knowledge and belief. I understand that if arrested or convicted after my employment, I must report this to the facility Human Resources Director.</p>		
Signature of Applicant	Date	
Print Name Victoria Applicant	Date of Birth 04/14/1985	Last 4 digits of Social Security # 123-45-6789
<p>This information and any document received by the Corporation as part of a background criminal record investigation are strictly confidential and shall not be available for copying after inspection, except as expressly provided by law.</p>		
<p>Note: If you are a new employee, and decide to partake in Computer Based Training, you must wait until you receive your first paycheck to log onto the HIPAA Computer Based Training.</p>		
_____	_____	
Signature	Date	
_____	_____	
Department	Hire Date	

How to Upload My Employment Package

9: Once you sign, you must scan the package onto your computer and save to an easily accessible location.



How to Upload My Employment Package

10: Return to your Job Offer Page, under **Return Completed Documents**, click on **Upload Documents** to upload the required documents.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Recruiting](#) > [Careers](#)

Job Offer
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)


We'd like to hire you for the following position:

Posting Title Ast Dir. Hosp X03779 REVISED REPOST
 Job Opening ID 17754
 Offer Date 01/02/2015
Offer Expiration Date 01/15/2015

Congratulations! We are delighted to extend this offer of employment to you.

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For instructions on how to upload a document to your Job Offer page, please visit our NEW EMPLOYEE section of Employee Self Service site, <http://ess.nychhc.org/>

⚠️	Document	GROUP 11 PRE-EMPLOYMENT PACK 
	Document	HHC BENEFITS OVERVIEW GROUP 11
	Document	HHC OPERATIONS AND PROCEDURES
	Document	HHC POLICIES MEMOS
⚠️	Document	DOI PACKAGE
	Document	OP 20-26 TIME & LEAVE GROUP 11
	Document	Offer Letter

Step 2 - Acknowledge Offer


I acknowledge that I have reviewed and understand the job offer details for the position listed.

Comments

Accept 
Reject

Step 3 - Return Completed Documents

No completed documents have been added

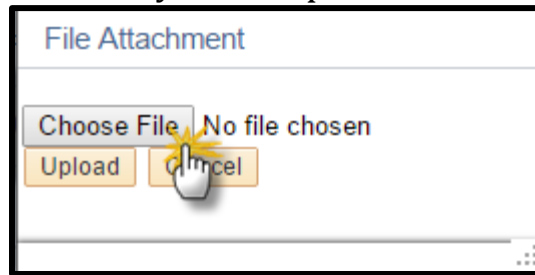
Send Selected to Recruiter
Upload Documents 

[Return to Previous Page](#)

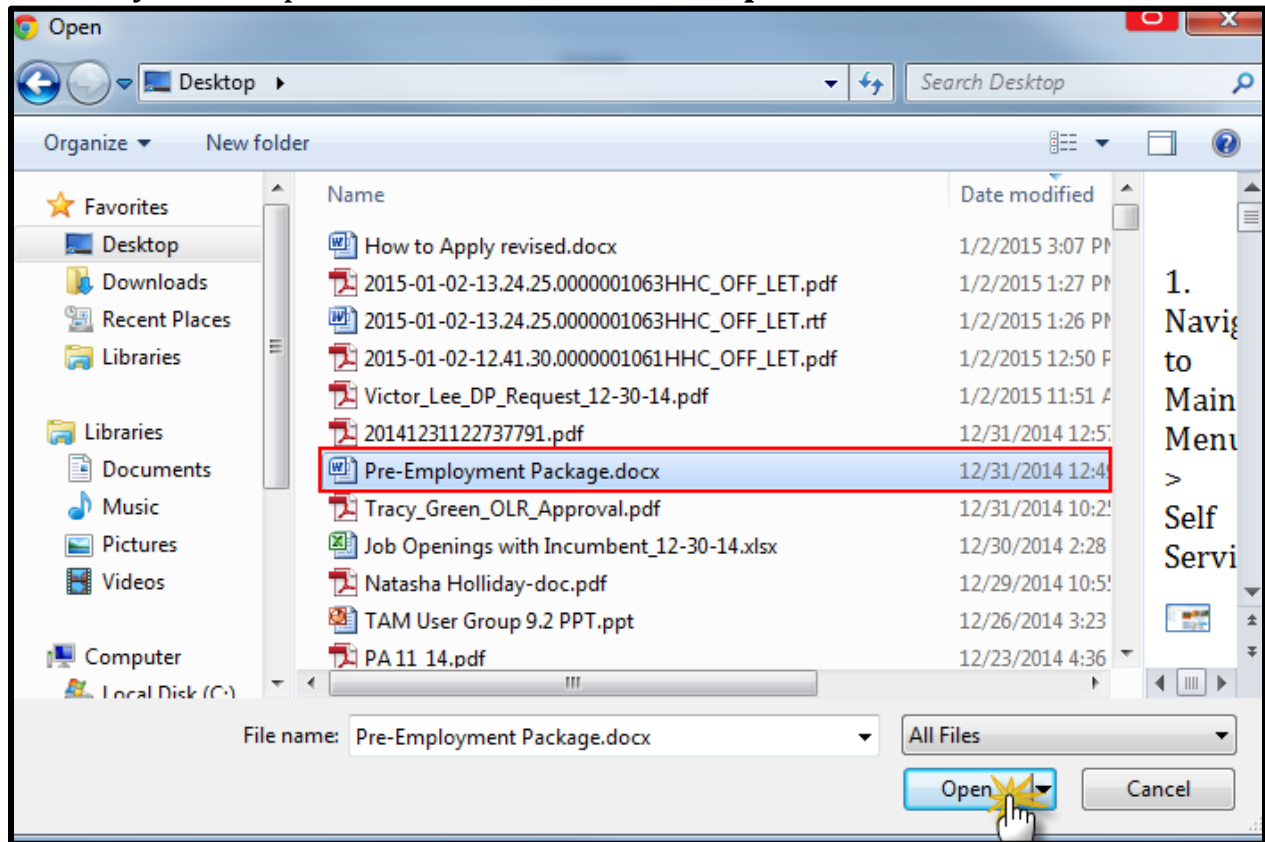
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

How to Upload My Employment Package

11: Click **Choose File** to search for your completed document.

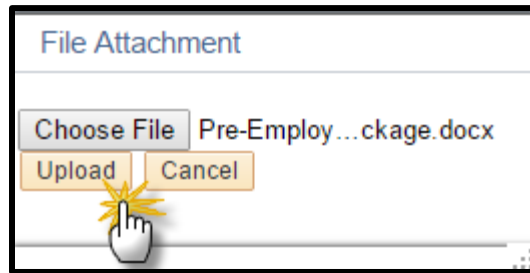


12: Locate your completed document, and click **Open**.

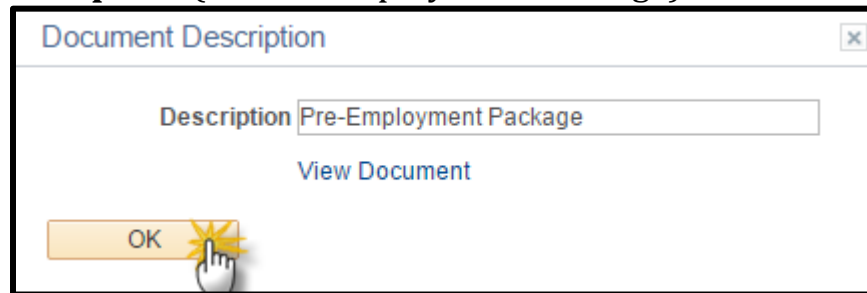


How to Upload My Employment Package

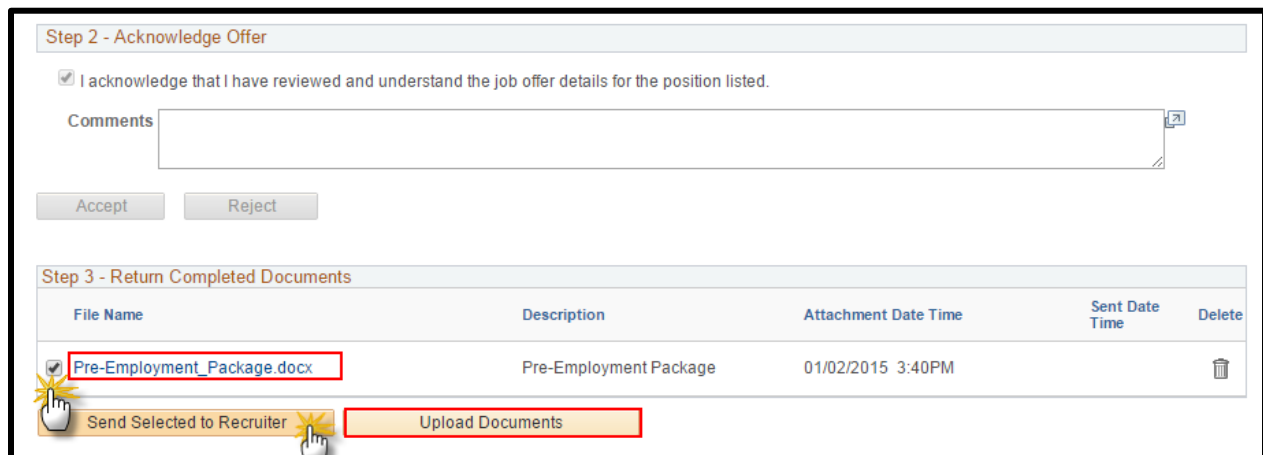
13: Click **Upload** to finalize.




14: Enter the **Description** (ex. Pre-Employment Package) and click **OK**



15: Check off all the documents you will be sending. Then click **Send Selected to Recruiter** to submit.

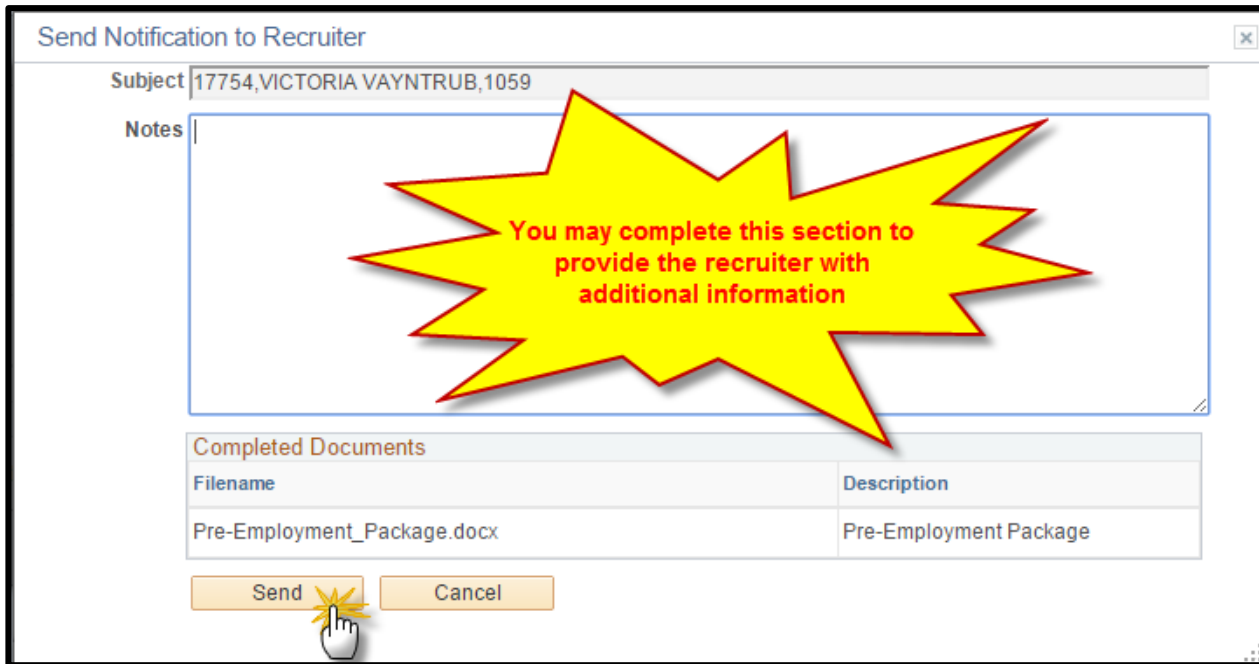


Note: To submit additional document attachments, click on **Upload Documents**

If you uploaded a document by error, click the  button, and re-upload the correct attachment.

How to Upload My Employment Package

16: Click Send to submit.



Send Notification to Recruiter

Subject 17754,VICTORIA VAYNTRUB,1059

Notes

You may complete this section to provide the recruiter with additional information

Completed Documents	
Filename	Description
Pre-Employment_Package.docx	Pre-Employment Package

Send Cancel

You have successfully submitted your online job offer.