



Once you have received notification that you have received an offer of employment to participate in the Youth@Work/Summer Youth Enrichment Program (SYEP), you will need to follow the instructions below to accept or reject the offer.

How to Respond to an Offer of Employment

- 1. Sign in to your Governmentjobs.com account.
- 2. Click on **Applications**.
- 3. Click the View Offer button to view the offer details
- 4. To Accept or Reject an offer:
 - a. To accept the offer, click the green Accept button
 - b. To reject the offer, click the red Reject button (if you choose to reject the offer, you will be asked for a reason).

Note: You can print or download the offer by clicking on the printer or download icons located in the upper right hand of the screen.

You can act on an offer up until the due date. Once the due date has passed, you will no longer be able to accept an offer.

If you have any questions, please contact <u>SYEP@co.pg.md.us.</u>

| | SUBMITTED INCOMPLETE | 6 Submitted Applications found |
|--|---|---|
| Correc Desert (| tions and Custody Officer 1 Applied on 10/08/2019 04:39 PM Pacific Jounty, Nevada History. | View Offer Signature Due 10/09/2019 |
| | | |
| \times | Offer Letter Corrections and Custody Officer 1 (Conviction Qs on Application Template) | T 0 |
| Respo | nd by October 09, 2019 | Reject |
| | What's your reason for rejecting the offer? | |
| | Reason Cancel | Reject Offer |
| Witi | great pleasure, I extend the following employment offer to you. | |
| Position: Corrections and Custody Officer 1 Start date: 11/4/2019 Salary: 99,000.00 This employment offer is contingent upon the successful completion of a background check, drug screening, and reference checks. This offer is not a contract of employment and either barty may terminate employment at any time, with or without cause. | | |
| Sind | erely, | |
| Eva | n Oderman | |
| | | |
| | Signature * | |
| | Please Sign | |
| | | |