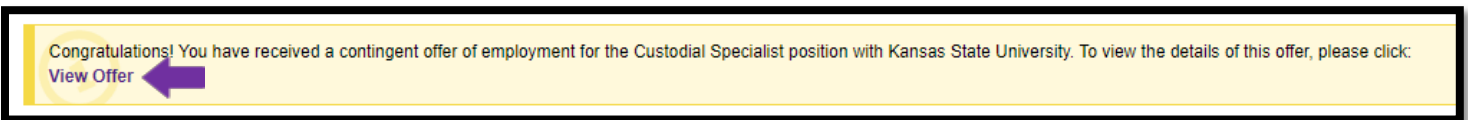


## How to Accept a Job Offer

There are two ways for a candidate to accept their job offer online. **1)** Every candidate gets sent an offer email, which always goes to the email address used when applying for the job. This can be seen and verified on their applicant card in PageUp. If they state they never received the email, verify the candidate has checked the spam folder as they often get filtered out. **2)** The second option is to have the applicant login to their [K-State Applicant Portal](#), then review and approve the offer. If they cannot remember the password, they will need to click the '[Forgotten your password?](#)' link.

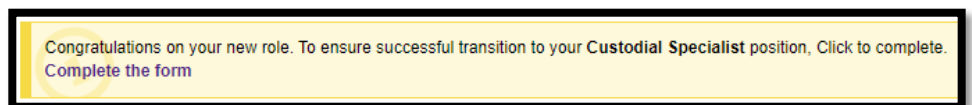
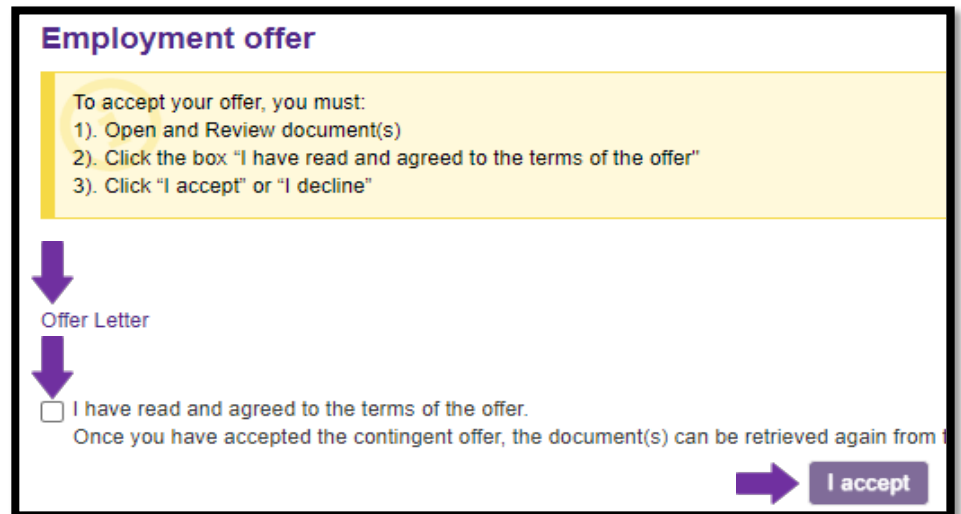
Once they login to their applicant portal, they will need to click 'View Offer'.



Click on 'Offer Letter' to review the offer letter document (*and initial appointment, if necessary*). Once reviewed, they'll need to check the box that states they have reviewed the terms and conditions. Next, they can click 'I accept'.

Once the offer is accepted, they will need to click the 'Complete the form' link and begin filling out their electronic onboarding paperwork, to include completing any necessary tasks on their Task List.

We recommend candidates check their email daily for upcoming requests, such as a Background Check Authorization Form and for additional onboarding forms. Candidates will also have forms and tasks to complete in their applicant portal.



For more information, please contact your [Talent Acquisition Strategic Partner](#).

**Update** – Based on feedback, we have updated the Acting/Interim Guidelines. If you have an acting or interim appointment, please visit [Acting/Interim Guidelines site](#) for the most up-to-date process.

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