Quick Reference Guide – Putting the offer letter online

<table>
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<th>What you need to do</th>
<th>What you will see</th>
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| **STEP 1: Change status to ‘Online offer made’**  
Change the applicant's status to **Online offer made**.  
This status change should trigger an email to the applicant, which will explain how to accept their offer online. | **Change application status**  
| 2nd Interview accepted  
2nd Interview declined  
Interview unsuccessful  
Pre-employment checking  
on Hold  
Offer made  
Online offer made  
Offer accepted  
Offer accepted form complete  
Offer declined  
Employed |
| **STEP 2: Applicant experience**  
The applicant will be instructed to login to the Applicant services area. They will be presented with a banner inviting them to approve or decline the offer.  
The applicant will be able to view their offer letter, and then click **I accept** or **I decline**.  
The applicant must open the offer letter in order to accept or decline the offer.  
If the applicant accepts the online offer, his/her application status is automatically updated to **Offer accepted**.  
If the applicant declines the online offer, his/her application status is automatically updated to **Offer declined**. In this case | **Welcome Melissa, you are logged in**  
You have been made an employment offer for your Go Greener Contractor application.  
Accept or decline this offer  
**Employment offer**  
Congratulations, you have been made an employment offer for your Go Greener Contractor application.  
Please review the following documents before accepting or declining your offer.  
Once you have accepted your offer, these documents will no longer be accessible. For your own records, store a copy locally.  
**File:** Offer document.docx  
If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon. |