

Job Aid: Candidate Offers Using DocuSign in PageUp

What Your Candidate Sees When You Send the Electronic Offer

The candidate will receive an email with a link to review the offer documents.

When they click the link, they are prompted to log in using the credentials they used for the application. They will see the offer at the top of the applicant portal, highlighted in yellow.

They can View and Sign the offer through DocuSign.

Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your **Training Human Resource Analyst A** application. Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.

Jane` Behlen Offer Letter

View and Sign

By submitting, I confirm:

I have read and agreed to the terms of the offer.

Submit

Congratulations!

We are pleased to extend an offer of employment for:

Training Human Resource Analyst A

Human Resource Management (NO16740)

Click on the link below to log into your account and review your offer letter.

<https://secure.dlc4.pageuppeople.com/apply/1218/aw/applicationForm/default.asp>

If you have any questions about the offer, please contact me **prior** to accepting or declining.

Welcome Jane`

Home

Update profile

Update resumé

Account

You have been made an employment offer for your **Training Human Resource Analyst A** application. Please review your offer carefully, and contact the hiring team directly if you any questions about the details or terms of the offer

[View Offer](#)