

Accepting a Job Offer

Step	Action	
1.	Login to your <u>VTHR</u> account. (Go to <u>http://humanresources.vermont.gov/careers</u> , then choose the links pictured below.)	Careers Enter your user name and password to login. If you have not yet registered, <u>Register Here.</u>
	Job Seekers JOB SEEKERS SEARCH JOBS & APPLY ONLINE	Basic Job Search Login Keywords: User Name: Posted: Anytime Search Advanced Search Tips Login Login Help Register Now
2.	Click on the Job Offer under the Notification Information box.	Notification Information
	If you do not find the offer in the Notifications section, you may have more than one active Applicant accounts.	Inotifications Select From Subject Received Image: Select All Deselect All Desel
	See Step 6 on page 2 of this Guide.	Select All Deselect All Delete Job Posting Information
3.	Please review each of the documents carefully before responding to this offer. Any documents marked as Action required ^{spin} must be completed and returned. You may scan the completed forms and upload them, or complete the forms and bring them with you on your first day of work.	Image: Second
4.	After reviewing all documents, place a check mark in the " <i>I acknowledge</i> " box, the Accept button will become active.	Acknowledgments
5.	Click the Accept button.	Comments Accept Lect Save



Recruiting in VTHR

Accepting a Job Offer

Quick Reference Guide

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6.	Use the "Login Help" function to find all of your active Applicant accounts, as well as to retrieve a forgotten User Name or reset your Password.	Login User Name: Password: Login Login Help
7.	Enter your email address in the box on the right (labelled "Forgot your User Name?").	Login Help
	You will receive an email with all of the User Names associated with your email address.	Choose One of These Options Forgot your password? Forgot your User Name? *Enter your User Name: Get New Password Cancel Get New Password Cancel
8.	If you do not recall the Password used for each User Name, go back to the Login Help function. Enter the applicable User Name in the "Forgot your password?" box and click the "Get New Password" button. You will receive an email with a new temporary password that you can use to login to your account.	Login Help choose One of These Options Forgot your password? "Enter your User Name: Get New Password Cancel OR