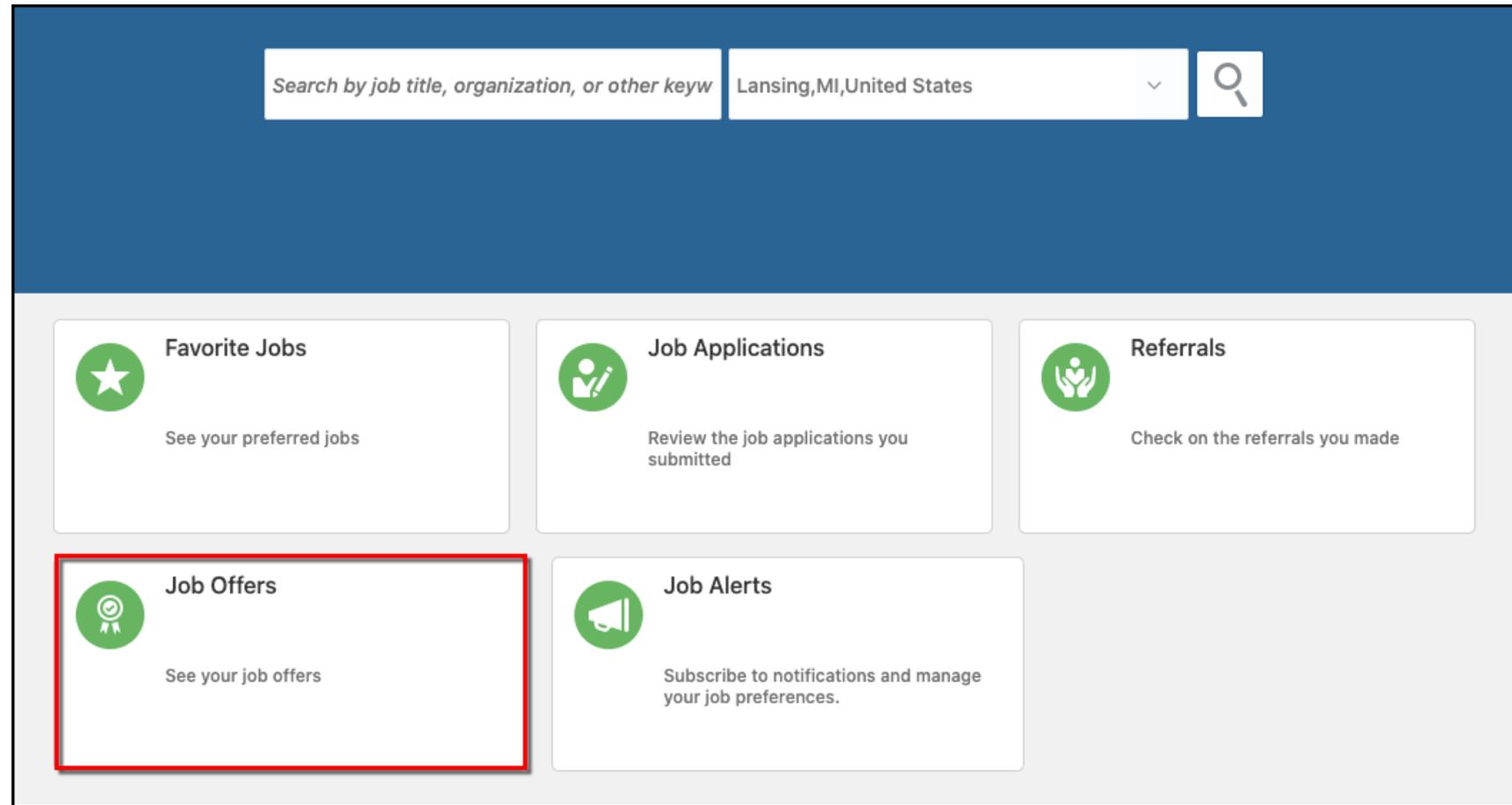


1. Select **Me** to display your employee functions
2. Click **Current Jobs**

The screenshot displays the ESS user interface. At the top, a navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. Below the navigation bar, the interface is divided into 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section features a grid of icons for: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow points from the 'Me' tab to the 'Current Jobs' icon, which is also highlighted with a red box.

3. Click the **Job Offers** tile

A screenshot of the ESS dashboard interface. At the top, there is a search bar with the placeholder text 'Search by job title, organization, or other keyw' and a dropdown menu showing 'Lansing,MI,United States'. Below the search bar are five tiles: 'Favorite Jobs' (star icon), 'Job Applications' (person with pencil icon), 'Referrals' (hands holding a person icon), 'Job Offers' (target icon, highlighted with a red border), and 'Job Alerts' (megaphone icon). Each tile contains a title and a brief description of the function.

Search by job title, organization, or other keyw Lansing,MI,United States

Favorite Jobs
See your preferred jobs

Job Applications
Review the job applications you submitted

Referrals
Check on the referrals you made

Job Offers
See your job offers

Job Alerts
Subscribe to notifications and manage your job preferences.

4. Review any **Pending** or **Accepted** job offers you might have

Note: Pending offers are new offers that have not been accepted yet

Accepted offers are job offers that have already been accepted

Pending Job Offers

Accountant I

Extended, Proposed Start Date 11/8/2020

Hiring Manager

Jana Baylis

Location

Jolly

Accepted Job Offers

Registered Dietitian Sr_BN TEST_2

Accepted, 9/23/2020

Hiring Manager

Jana Baylis

Location

Jolly

5. To view the offer details, click the hyperlinked **job title**

Pending Job Offers

[Accountant I](#)

Extended, Proposed Start Date 11/8/2020

Hiring Manager
Jana Baylis

Location
Jolly

Accepted Job Offers

Registered Dietitian Sr_BN TEST_2

Accepted, 9/23/2020

Hiring Manager
Jana Baylis

Location
Jolly

6. Review the **job offer**
7. If desired, you can click to **download** the offer

Pending Job Offer [Download](#)



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

November 8, 2020

Dear. Baelish, Petyr,

Congratulations on your new REGISTERED DIETITIAN SR position in our Jolly unit and Finance Program and welcome to Community Mental Health Authority. This communication is confirmation of the job offer that was extended to you contingent upon the following results: a pre-employment drug screen, Michigan State Police Criminal History Background check, Central Registry clearance check, verification of an acceptable Michigan driving record, receipt of High School diploma/GED, or college transcripts, completion of two TB tests within the first two weeks of employment and completing Recipient Rights training and CPR training within your first 30 days of employment. Your salary for this position will be \$19.46 per hour.

You will need to complete your pre-employment drug screen within 48 hours of this offer. Sparrow Occupational Health will be performing your drug screen which Community Mental Health Authority will be responsible for the cost. Please note: your drug screen must be completed within 48 hours of this offer or the job offer will be rescinded.

I would like to congratulate you on your new position and wish you much success. If you have any questions, please feel free to contact CMHA Recruiting Team.

Sincerely,

Jana Baylis

HUMAN RESOURCES DEPARTMENT
1305 East Jolly Road, Suite B • PHONE: 517/346-8200 • FAX: 517/346-8116
Accredited by: Commission on Accreditation of Rehabilitation Facilities. An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800)649-3777.

8. When ready, click to **Accept** or **Decline** the offer

Pending Job Offer

Accountant I

[Decline](#) [Accept](#)

Pending Job Offer [Download](#)



November 8, 2020

Dear. Baelish, Petyr,

Congratulations on your new REGISTERED DIETITIAN SR position in our Jolly unit and Finance Program and welcome to Community Mental Health Authority. This communication is confirmation of the job offer that was extended to you contingent upon the following results: a pre-employment drug screen, Michigan State Police Criminal History Background check, Central Registry clearance check, verification of an acceptable Michigan driving record, receipt of High School diploma/GED, or college transcripts, completion of two TB tests within the first two weeks of employment and completing Recipient Rights training and CPR training within your first 30 days of employment. Your salary for this position will be \$19.46 per hour.

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9. If accepting, enter your **E-Signature** and click **Submit**

Accept Job Offer
Accountant I

Submit Cancel

Provide E-Signature

*Employee Name
Petry Baelish

Provide E-Signature

10. If declining, click **Yes** to confirm

End of Procedure

Warning

If you decline the job offer now, you won't be able to accept it later. Do you want to continue?

Yes No