



Work Instruction

myJOBS

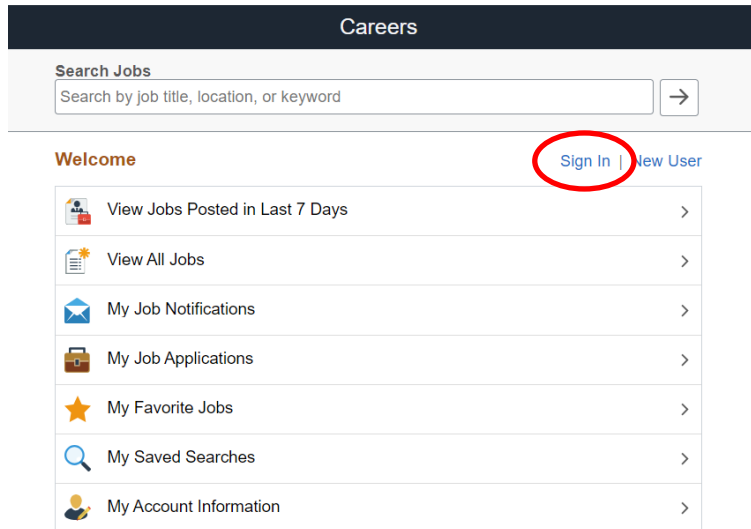
How to Accept a Job Offer

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Logging in to myJOBS

1. Go to <https://myjobs.greatersudbury.ca>
2. Click on **Sign In**.



The screenshot shows the 'Careers' page with a search bar and a 'Welcome' section. The 'Sign In' link in the 'Welcome' section is circled in red.

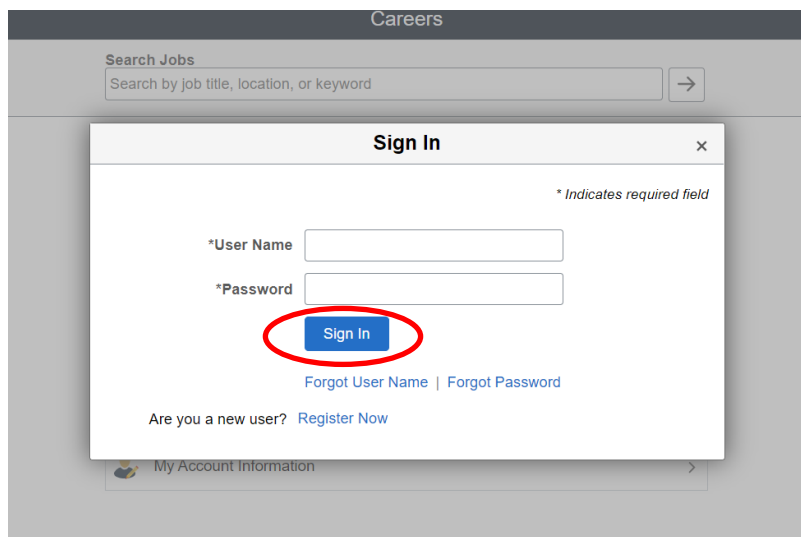
Careers

Search Jobs
Search by job title, location, or keyword →

Welcome [Sign In](#) | [New User](#)

- View Jobs Posted in Last 7 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

3. Enter your Username and Password and click on **Sign In**.



The screenshot shows the 'Sign In' modal form with fields for 'User Name' and 'Password', and a 'Sign In' button circled in red.

Careers

Search Jobs
Search by job title, location, or keyword →

Sign In x

* Indicates required field

*User Name

*Password

Sign In

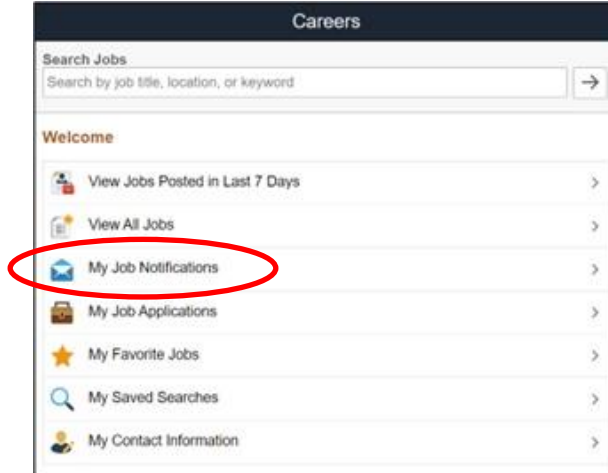
[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)

My Account Information >

My Job Notifications

1. Click on **My Job Notifications**.



2. This will bring you to the page where you can view your job offer. Click on the arrow to view the offer.

My Job Notifications

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date	
Waste Serviceperson - Testing	2027	New	Envir Services - Frobisher	06/20/2024	06/24/2024	>

3. This will bring you to the job offer page.

Job Offer

We'd like to hire you for the following position:

Job Title [Waste Serviceperson - Testing](#) Offer Date [06/20/2024](#)
 Job ID [2027](#) Expiration Date [06/24/2024](#)

Here's what you need to do:
 1. Review your offer letter.
 2. Download the required documents, fill in the information and save the documents on your device. Click on "Add Document" to upload your completed documents and then click "Save". Make sure to include your banking information, either a void cheque or a direct deposit statement from your bank. (Note: Current CGS employees are not required to complete this step)
 3. Provide your date of birth and SIN.
 4. Check off the box next to "I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and have read, reviewed and understand the terms of the job offer for the position listed." Click on **Accept**.

▼ **Step 1: Review Offer**

Action Required	Type	Details
	Document	Offer Letter
	Document	CGS New Employee Form

▼ **Step 2: Return Documents**

You have not returned any documents

▼ **Step 3: Provide SIN and Date of Birth**

Date of Birth

Social Insurance Number

▼ **Step 4: Accept/Reject Offer**



Comments

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and have read, reviewed and understand the terms of the job offer for the position listed.

Accepting a Job Offer

Step 1: Review the Job Offer



To review the job offer, click on the document titled Offer Letter under **Details**.

▼ Step 1: Review Offer		
Action Required	Type	Details
	Document	Offer Letter
	Document	CGS New Employee Form

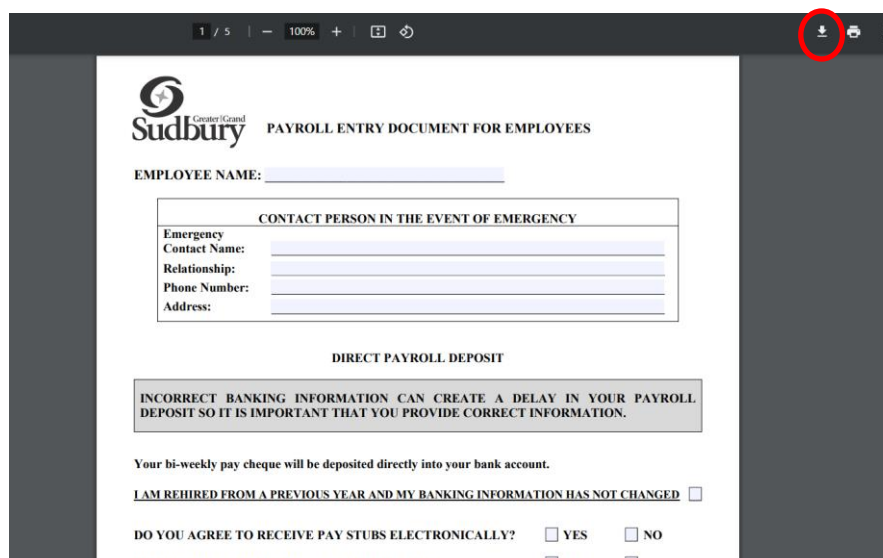
Step 2: Return Documents

You need to download the required documents, fill in the information and save the documents on your device.

1. Click on CGS New Employee Form.

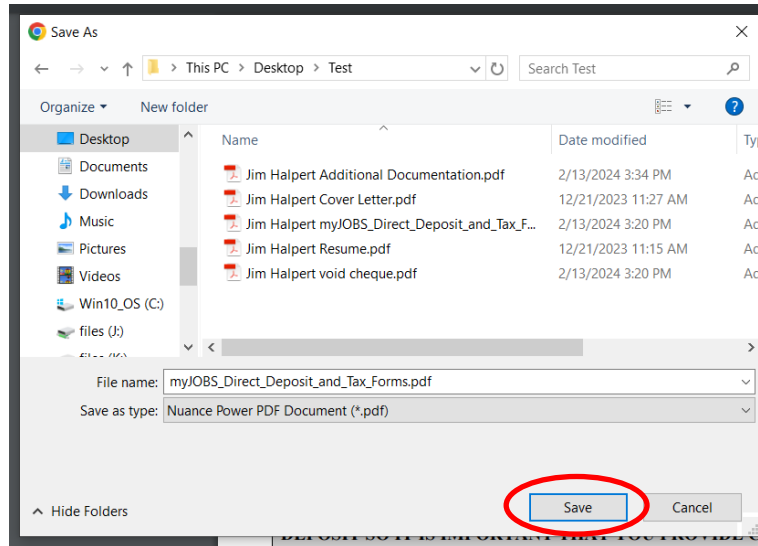
▼ Step 1: Review Offer		
Action Required	Type	Details
	Document	Offer Letter
	Document	CGS New Employee Form

2. Click on the arrow button to download the form onto your device.



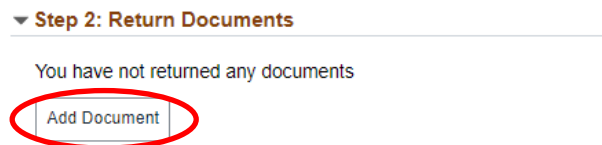
The screenshot shows a web browser displaying the 'PAYROLL ENTRY DOCUMENT FOR EMPLOYEES' form. The form includes fields for 'EMPLOYEE NAME', 'CONTACT PERSON IN THE EVENT OF EMERGENCY' (with sub-fields for Name, Relationship, Phone Number, and Address), and a 'DIRECT PAYROLL DEPOSIT' section. A red circle highlights the download icon in the top right corner of the browser window.

3. Name the form and click on **Save**.

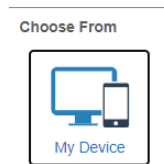


4. From your device, open the form, enter all of the required information and then save the completed form.

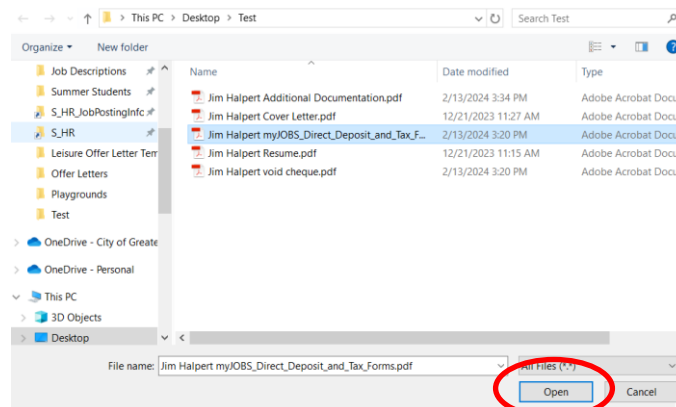
5. To upload the completed form, click on **Add Document**.



6. Click on **My Device**.




7. Select the document you want to upload and click on **Open**.




8. Click on **Upload**.

File Attachment

Choose From


 My Device

Upload
Clear



Jim Halpert myJOBS_Direct_Deposit_and_Tax_Forms.pdf


File Size: 128KB


9. Click on **Done**.

File Attachment

Done

Choose From


 My Device



Jim Halpert myJOBS_Direct_Deposit_and_Tax_Forms.pdf

File Size: 128KB

Upload Complete

10. Change the Description, if you wish, then click **Save**.

Cancel
Save

Description

Description

Attached File

Jim_Halpert_myJOBS_Direct_Deposit_and_Tax_Forms.pdf

Your document will now appear in the Return Documents section. To upload another document (e.g., your banking information), click on the “+” sign and follow steps 6-10 in this section again.

Step 2: Return Documents

+ Remove

Attached File	Description	Date Attached	Date Sent
<input type="checkbox"/> Jim_Halpert_myJOBS_Direct_Deposit_and_Tax_Forms.pdf	Jim_Halpert_myJOBS_Direct_Depo	06/20/2024 11:34AM	

Once you have uploaded the completed forms and your banking information, you can move on to Step 3: Provide SIN and Date of Birth.

▼ Step 2: Return Documents

Attached File	Description	Date Attached	Date Sent
<input type="checkbox"/> Jim_Halpert_myJOBS_Direct_Deposit_and_Tax_Forms.pdf	Jim_Halpert_myJOBS_Direct_Depo	06/20/2024 11:34AM	
<input type="checkbox"/> Jim_Halpert_void_cheque.pdf	Jim_Halpert_void_cheque.pdf	06/20/2024 11:38AM	

Step 3: Provide SIN and Date of Birth

Enter your Date of Birth and SIN. If your SIN begins with the number "9", an expiry field will automatically appear. Make sure to fill in this field if your SIN has an expiry date.

▼ Step 3: Provide SIN and Date of Birth

Date of Birth

Social Insurance Number

Step 4: Accept Offer

Check off the box next to, "I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and have read, reviewed and understand the terms of the job offer for the position listed."

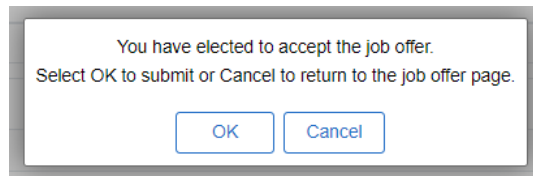
Click on Accept.

▼ Step 4: Accept/Reject Offer

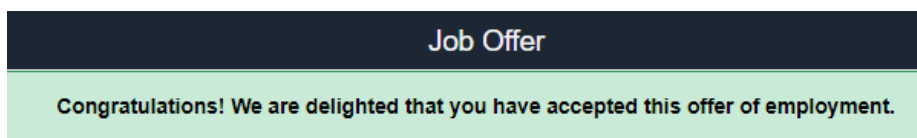
Comments

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and have read, reviewed and understand the terms of the job offer for the position listed.

You will receive a pop-up message indicating you have elected to accept the job offer. Click on **OK** to continue.



You will then receive a message at the top of your screen indicating you have successfully accepted the job offer.



Uploading Additional Documents After Accepting the Job Offer

If you need to upload additional documentation after you have accepted the job offer, you are able to do this as long as the offer has not expired. If your job offer has expired, please email your additional documents to myJOBS@greatersudbury.ca.

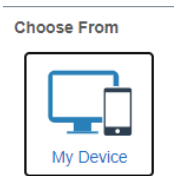
1. Under Step 2: Return Documents, click on “+”.

Step 2: Return Documents

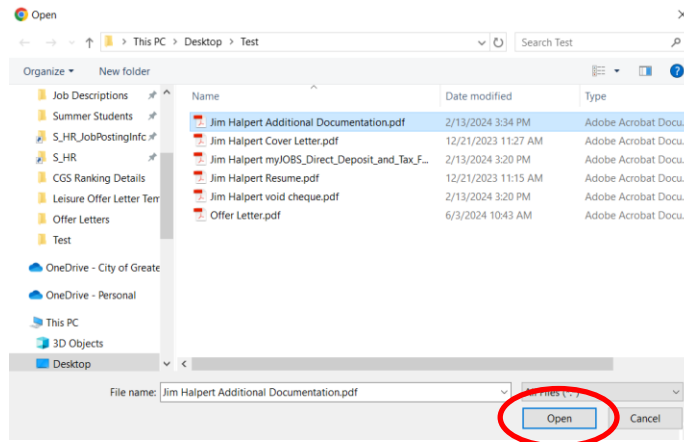
+ Remove

Attached File	Description	Date Attached	Date Sent
<input type="checkbox"/> Jim_Halpert_myJOBS_Direct_Deposit_and_Tax_Forms.pdf	Jim_Halpert_myJOBS_Direct_Depo	06/20/2024 11:34AM	
<input type="checkbox"/> Jim_Halpert_void_cheque.pdf	Jim_Halpert_void_cheque.pdf	06/20/2024 11:38AM	

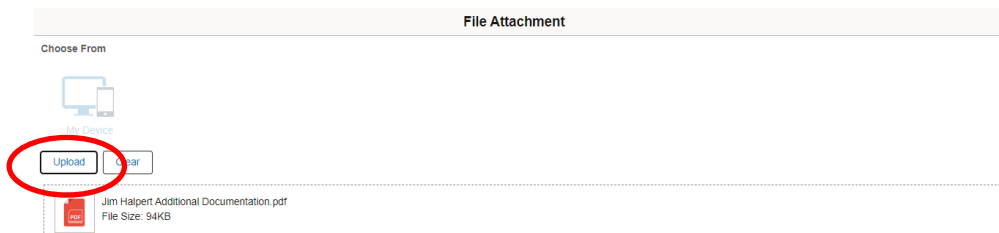
2. Click on **My Device**.



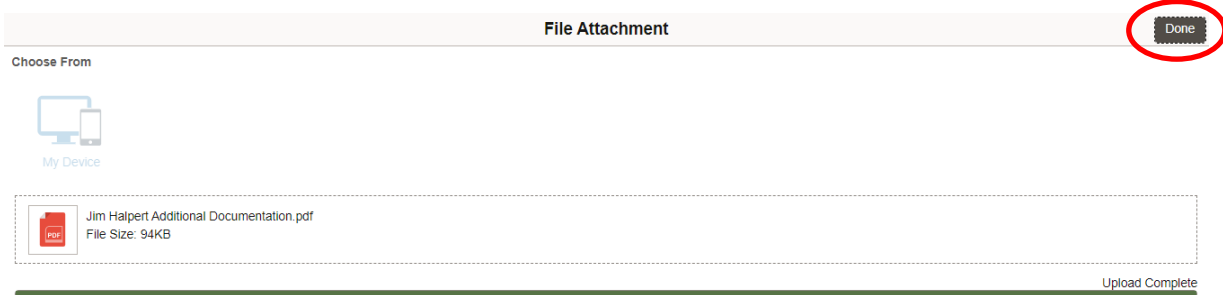
3. Select the document you want to upload and click on **Open**.



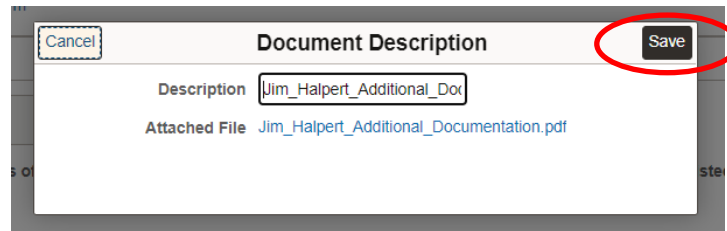
4. Click on **Upload**.



5. Click on **Done**.

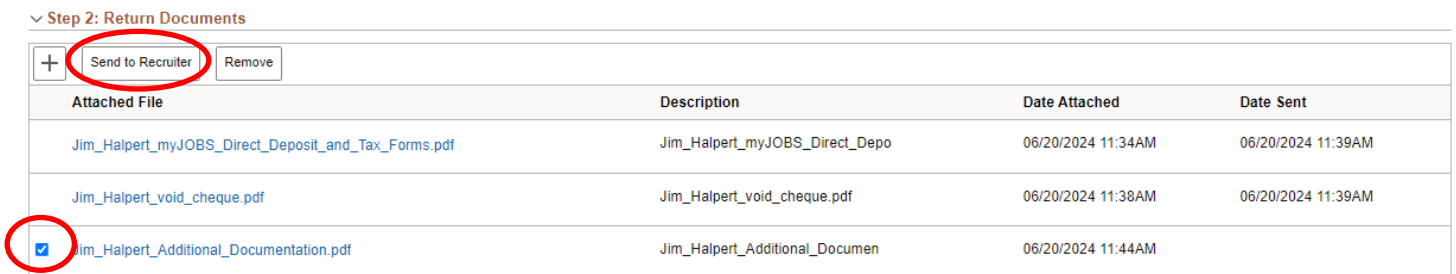


6. Change the description, if you wish, then click **Save**.

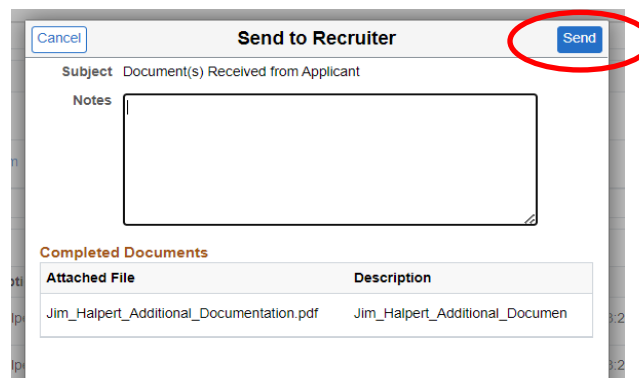


Your document will now appear in the Return Documents section. If you need to upload another document, follow steps 1-6 in this section again.

7. Check the box next to the document you just uploaded, then click on **Send to Recruiter**.



8. You can add a note to send along with your additional documentation, but this is not required. Click on **Send**.



9. You will now see the date and time your additional document was sent.

Step 2: Return Documents

Attached File	Description	Date Attached	Date Sent
Jim_Halpert_myJOBS_Direct_Deposit_and_Tax_Forms.pdf	Jim_Halpert_myJOBS_Direct_Depo	06/20/2024 11:34AM	06/20/2024 11:39AM
Jim_Halpert_void_cheque.pdf	Jim_Halpert_void_cheque.pdf	06/20/2024 11:38AM	06/20/2024 11:39AM
Jim_Halpert_Additional_Documentation.pdf	Jim_Halpert_Additional_Documen	06/20/2024 11:44AM	06/20/2024 11:45AM