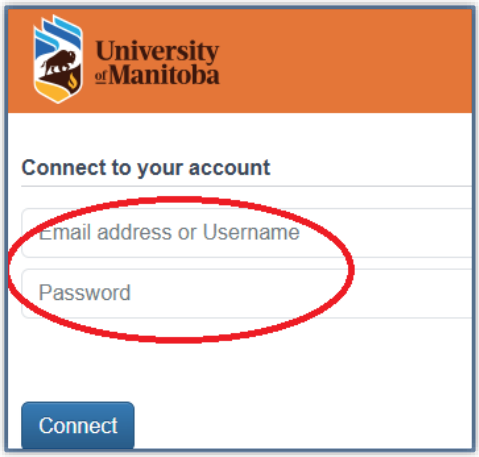
Accepting an offer in UM Careers (external)

A guide to viewing and actioning an offer that has been sent to you (the recipient) externally (through UM Careers) if you currently do not hold an active appointment at the University of Manitoba. If you do currently hold an active appointment with the University of Manitoba, please use the guide for accepting an offer in the Employee Self-Service (ESS) portal (internal).

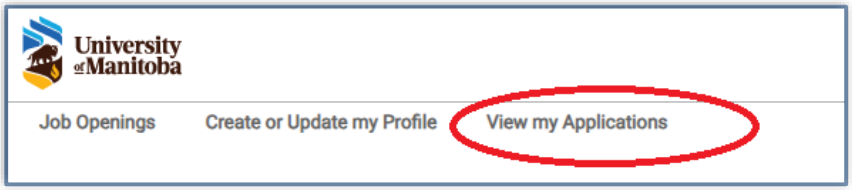
If you are unable to action or action an offer that has been sent to you after following the steps outlined below, please contact hris@umanitoba.ca for assistance and include a screenshot of what appears on your screen.

1. Navigate to **UM Careers** (https://viprecprod.ad.umanitoba.ca/), select "**SIGN IN**" in the top right, enter your **email address** and **password** you created an account with, and select the "**Connect**" button.



   - If you do not remember your password, it can be reset here: https://viprecprod.ad.umanitoba.ca/Account-ForgotPassword?Location=default using the email address you created an account with.

2. Once logged in, select "**View my Applications**" located near the top of the page.



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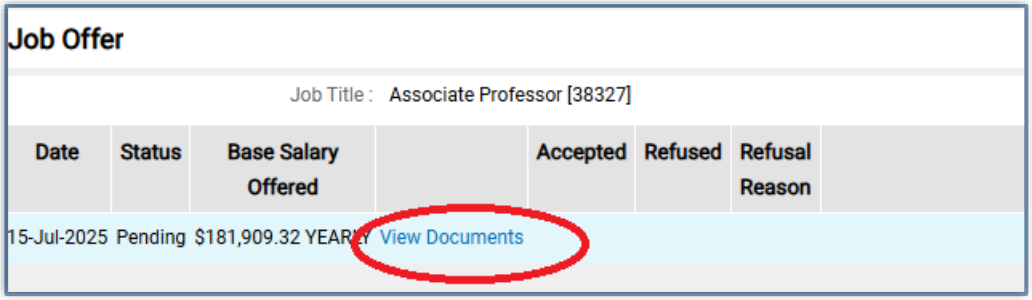
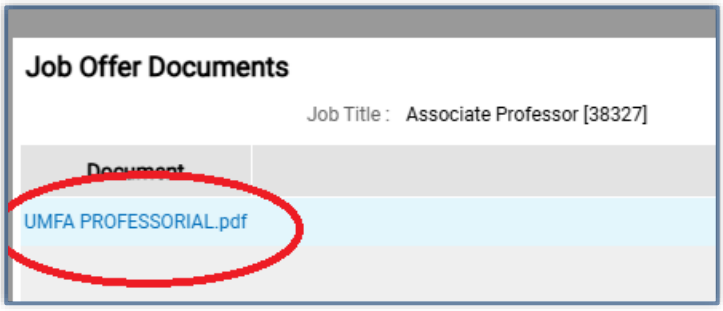
3. Find the applicable offer. Once identified, select the "**View Offer**" link in the "**Offer Status**" column to the far right.

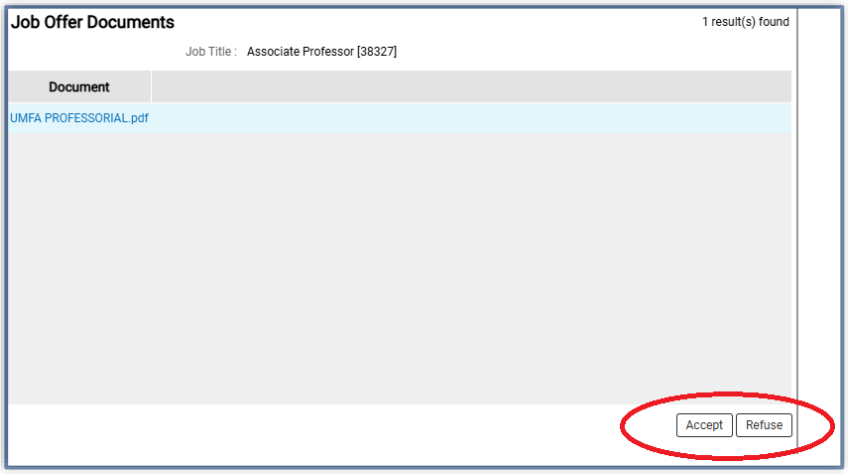
4. Select "**View Documents**" to review the offer. A panel titled **Job Offer Documents** will appear displaying the document(s) for review, including the link to the full letter of offer and an option to accept/refuse that offer.



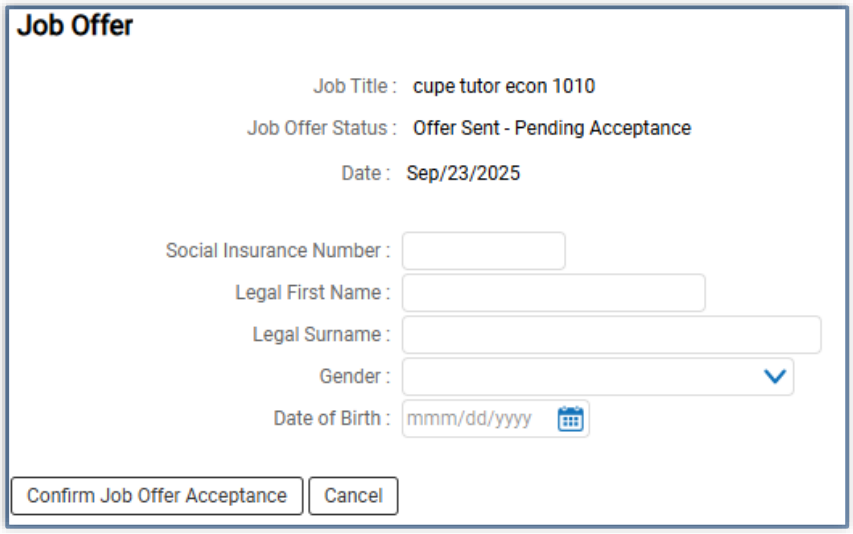
5. Select the offer letter link under the "**Document**" column and fully review the contents before accepting or refusing.



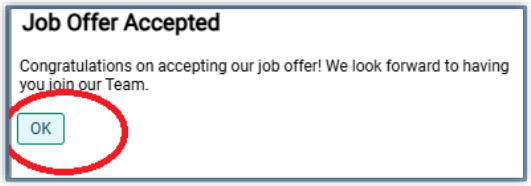
6. Once the letter of offer has been fully reviewed, Select the “**Accept**” or “**Refuse**” button in the bottom right of the **Job Offer Documents** panel.



- If you’ve selected “**Accept**” you’ll be prompted to provide your personal information to initiate the appointment process for your employment at the University of Manitoba. Once this form is completed and the information provided is correct, select the “**Confirm Job Offer Acceptance**” button.



- If you press “**Confirm Job Offer Acceptance**”, you will receive a confirmation notification of your acceptance or refusal. Click the “**OK**” button to close the dialogue.



- If you press “**Cancel**”, you will be brought back to the “**Job Offer Documents**” panel to review, if you so choose.

7. You have now successfully actioned an offer that has been sent to you in your UM Careers account. If you are new employee, proceed to follow the details and instructions outlined on the Congratulations and welcome page (https://umanitoba.ca/careers/congratulations-and-welcome).