

CONGRATULATIONS

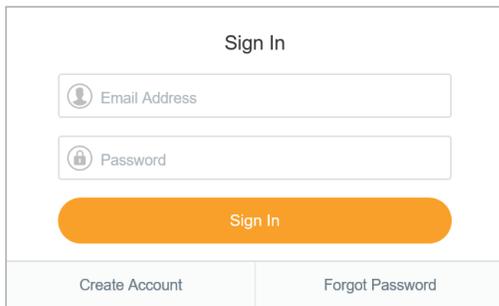
ON YOUR JOB OFFER!

Within the next two hours you will need to log back into your candidate's account and complete 3 tasks; sign your offer letter, enter your social security number, and personal information. The below job aide will assist you with the process.

Should you have any questions please email Trinity Health's Candidate Support at candidatesupport@trinity-health.org.

01

Log back into your candidate account.



02

Click on the start icon to complete your 1st task of signing your offer letter. If you do not have any tasks to complete below refresh your account by clicking on the account cloud until the below appears.

melthe@gmail.com 

Thomas, Helen - Candidate Home

My Tasks (1)

You have pending tasks. Please complete the items that are identified with an orange exclamation mark below. You may need to refresh your screen to see the next task.

- Offer Letter
- Personal Information
- National ID (SSN)

After each task that you complete a box will appear with "Congratulations and a Green Check Mark", stating your data has been submitted. Each task must be completed so the Recruiter can move you to the next step in the hire process.

Offer Letter
Job Director of Nursing (DOR) - St. Joseph of the Plains



03

Click on the E-sign by Adobe Sign.

Review Document

 Trinity Health Systems Offer Letter - External 03/15/2021.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.



04

Review your offer letter and click here to sign.

Please sign at your earliest convenience.



Name: Helen Thomas

Signature:  

Date: Mar 15, 2021

05

Type in your name and click apply.



06

Next click to sign.

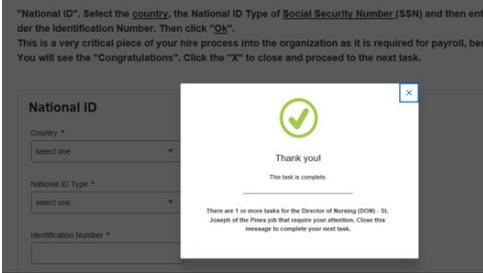
Name: Helen Thomas
Signature: 
Date: Mar 15, 2021

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).



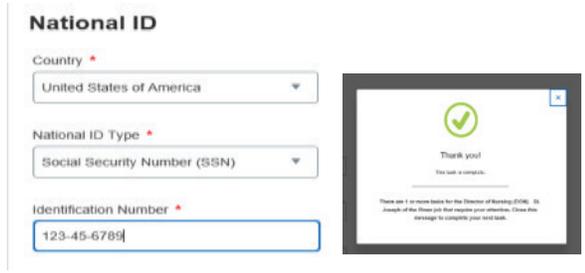
07

A "You're all set" message will appear and disappear. Click ok. Congratulations! You have completed the 1st task.



08

The 2nd task for you to complete is to add your National ID (SSN). Enter the Country, national ID type, and your SSN. Once entered click ok.



09

The final task for you to complete is entering your personal information. Enter your date of birth, gender, marital status, ethnicity, and click ok.



Date of Birth *
03/15/2000

Gender *
Male

Marital Status *
Separated (United States of America)

Ethnicity
American Indian or Alaska Native (N...)

Hispanic or Latino

Citizenship Status
[Dropdown menu]

OK

10

Congratulations! You have just completed your 3 pre-onboarding tasks. You can now click on your account cloud and sign out.



Trinity Health
Senior Communities

Should you have any questions please email
Trinity Health's Candidate Support at:
candidatesupport@trinity-health.org.