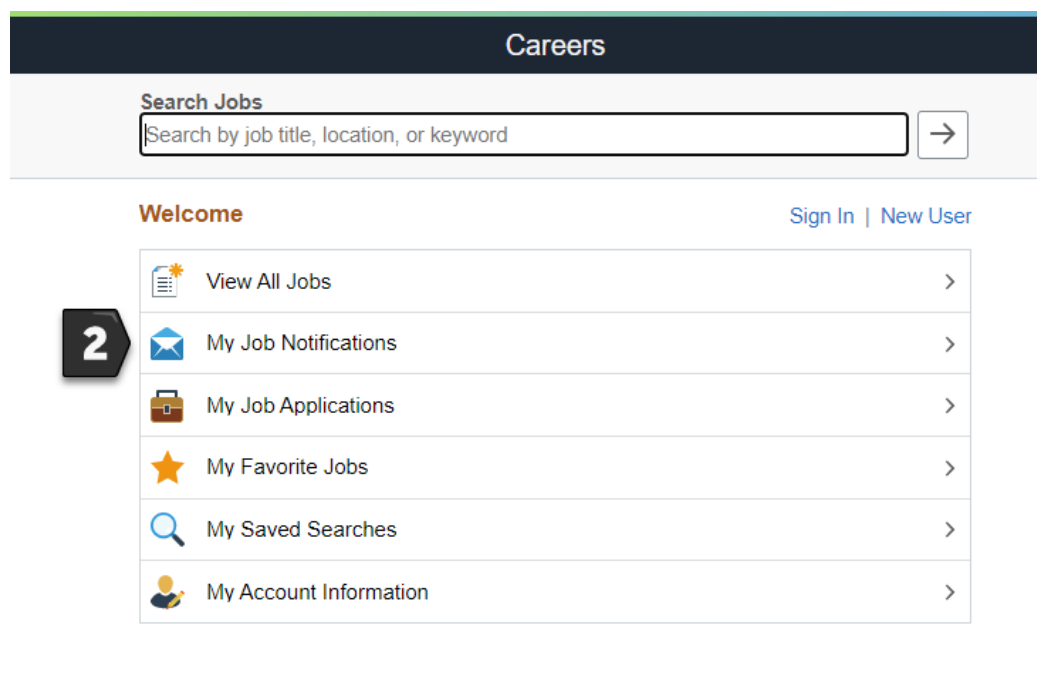


Accept a Job Offer

Applies to internal and external applicants

If your job application is successful, you will receive an email with instructions to accept the offer by the expiration date. To accept the job, follow the steps outlined below:

1. For internal applicants, login at <https://my.torontomu.ca/> and click the **eHR** tab. On the **Employee Self Service Homepage**, click **Careers**.
For external applicants navigate to <https://www.torontomu.ca/careers/>, then click **Staff Opportunities**. Confirm your employment relationship with TMU, click **"I am an external candidate"**, then click the **New User** link. On the register screen complete all the required fields.
2. Select **My Notifications**.



3. In 'My Job Offers' section, select the **Offer** to download, and select **"I acknowledge that ..."** option. Review the job offer and expiry date.
4. Select **Accept** to confirm your acceptance of the offer, and then **OK**.