Congratulations! You have verbally accepted a contingent offer of employment. We are so excited to have you join our team, and there are a few very important steps you need to complete in order for us to initiate the onboarding process.

This document will help walk you step by step through the tasks you will need to complete.

Log into your Candidate Home Account.

When you are in the Candidate Home Account, there will be pending tasks for you to complete as soon as possible. It is important you complete all 3 pending tasks for us to be able to move forward with the additional pre-hire process.
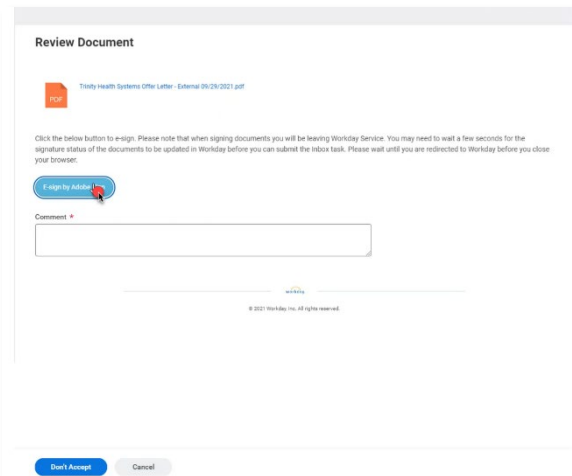
Task 1: Offer Letter
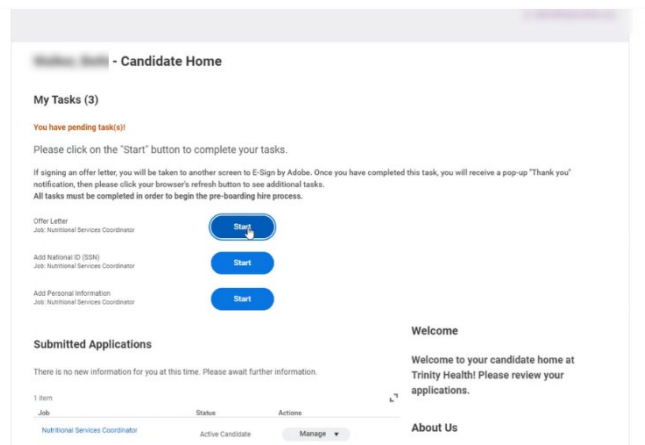
a. Click on the "Start" button. This will take you to another screen where you can have access to view and sign your offer letter.

The online signature is powered by Adobe E-sign. This is not enabled on some mobile devices so it is best to complete these steps on a computer.
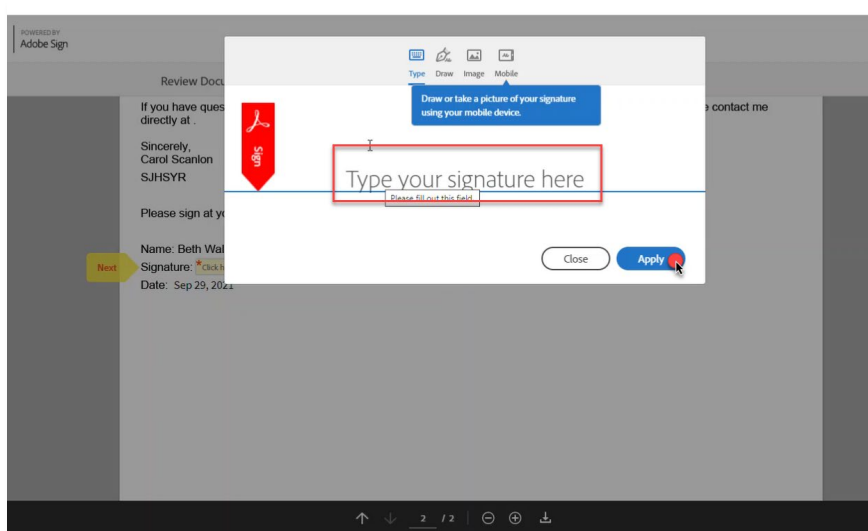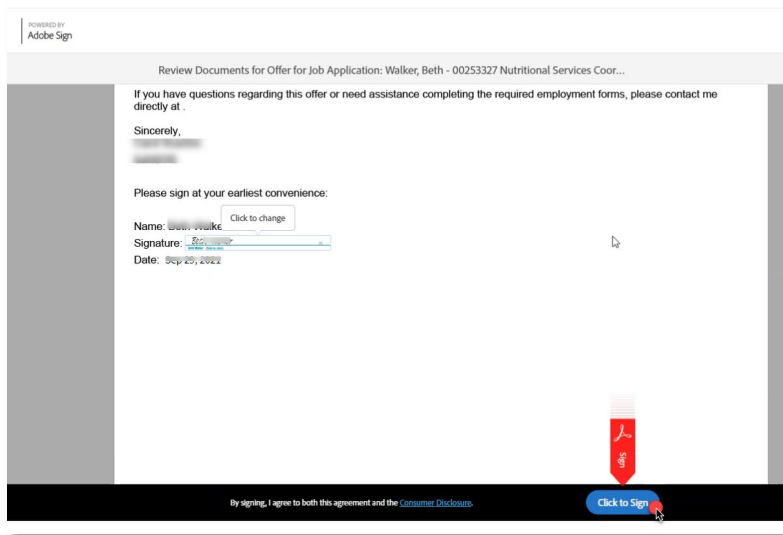
b. Click on "E-Sign by Adobe"

c. This will bring up a window containing your offer letter. Read through the letter carefully and click on the e-signature button.
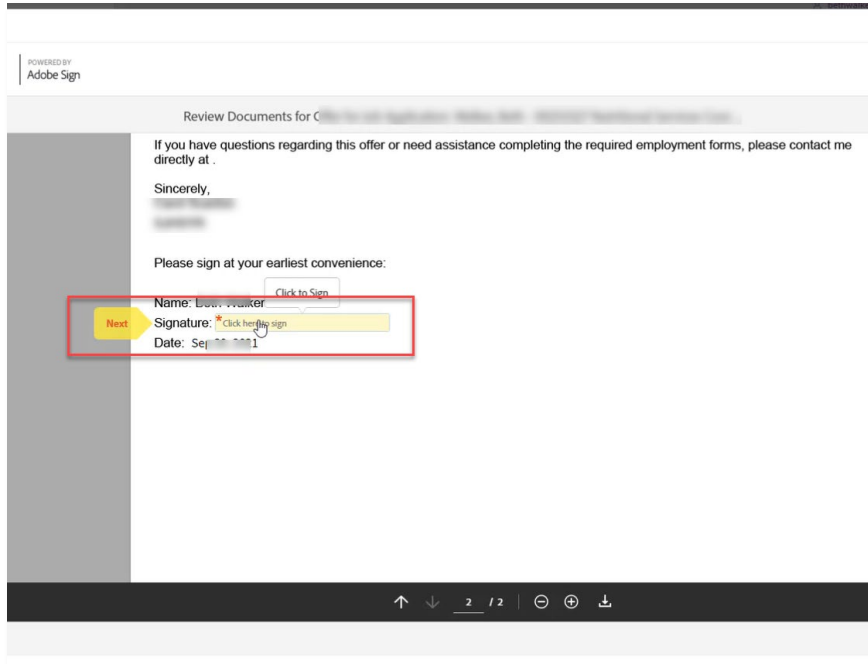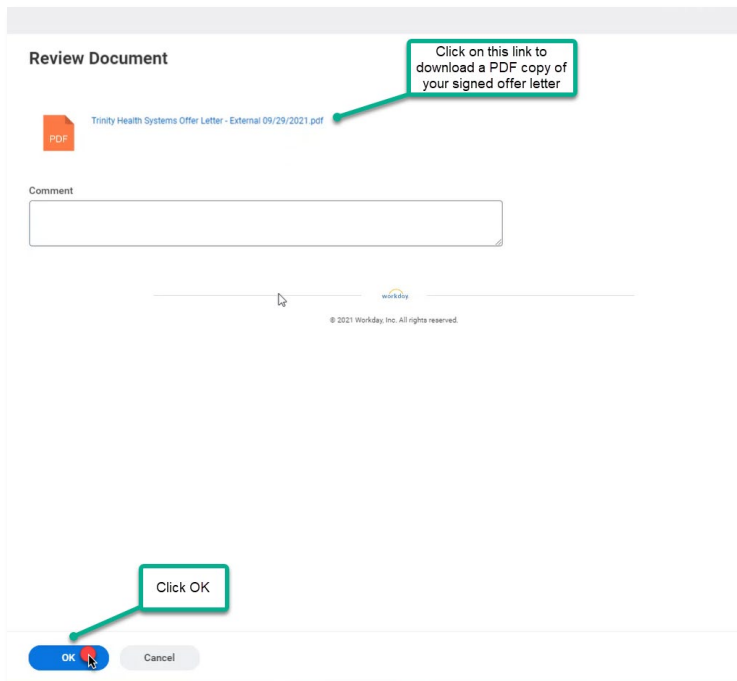

d. Type or Draw your signature into this box and click "Apply"

e. This will bring you back to the document where you can "click to sign"

f. After you have completed the signature, you will be brought back to this document page where you can click on the link to download a PDF version of your signed offer letter. Then Click "OK".

g. After clicking "OK", you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.
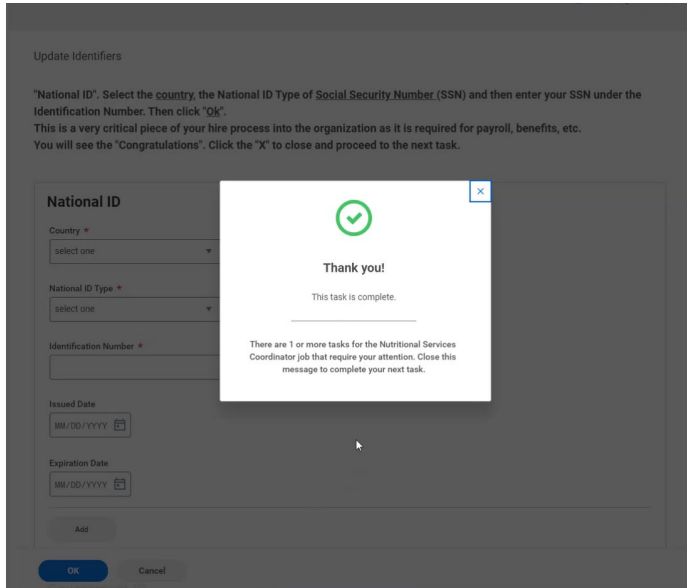
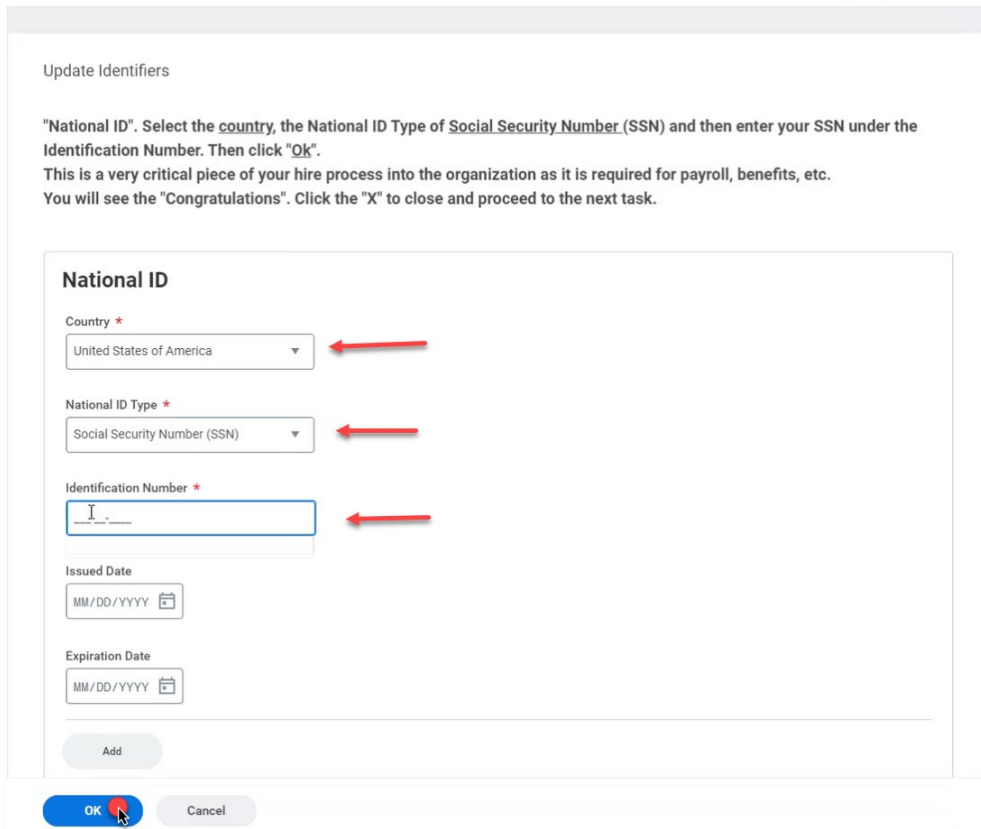## Task 2: National ID (SSN)

Complete the required fields and select "OK"

After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.
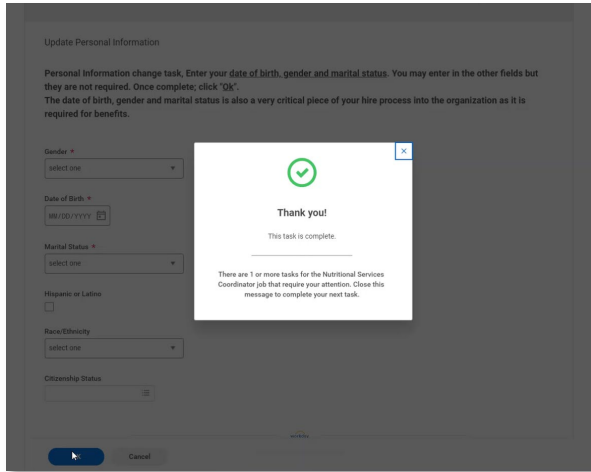

Task 3: Add Personal Information
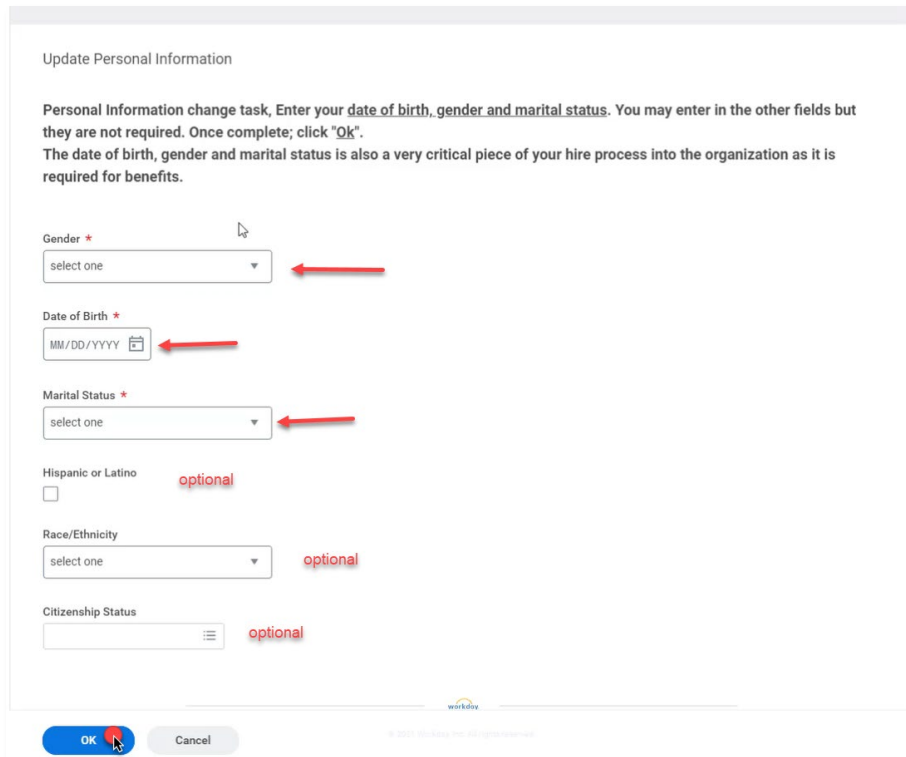Complete the required fields and any optional fields you wish to complete. Then press "OK".

After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed back to your Candidate Home Account.

[blur] [blur] - Candidate Home

My Tasks

No tasks to complete.

Submitted Applications

There is no new information for you at this time.

1 item

Job	S
Nutritional Services Coordinator	

Search for Jobs

Welcome

**Welcome to your candidate home at
[blur]ealth! Please review your
[blur]ons.**

[blur] Us

[blur]th

[blur]th is one of the largest multi-institutional
[blur]ealth care delivery systems in the nation,
[blur] diverse communities that include more than 30
million people across 22 states. Trinity Health includes
94 hospitals, as well as 109 continuing care locations
that include PACE programs, senior living facilities, and
home care and hospice services. Its continuing care
programs provide nearly 2.5 million visits annually.

Based in Livonia, Mich., and with annual operating
revenues of $17.6 billion and assets of $24.7 billion,
the organization returns $1.1 billion to its communities
annually in the form of charity care and other
community benefit programs. Trinity Health employs
about 133,000 colleagues, including 7,800 employed
physicians and clinicians.

×

✓

Thank you!

This task is complete.

There are currently no more tasks for the Nutritional
Services Coordinator job.