







# Steps to Accept Your Offer Letter in Taleo

**Step 1.** You will receive the following email. Click on the word *here*.

Offer of Employment: Please respond online  Inbox x



The College of New Jersey Human Resources

1:53 PM (1 hour ago)   

to me 

Dear Nia,

Congratulations on your offer for Test Req! You are one step closer to your new exciting career with The College of New Jersey.

What are your next steps? To access and review your employment conditions, please click [here](#).



- Your username is: MCGOWANN

- Your password is the same as your logon for the application. If you forgot your password please click on the Forgot Password link when you are presented with the sign-on page. DO NOT CREATE A NEW USER PROFILE.

- Click on the tasks tab

- Review your Offer Letter

- Select your response from the drop-down

- Type in your last name in the E-signature box

- Click Submit

**Please note: You will not be able to access the Offer Letter again after completion of these tasks, so please save and/or print for your records.**

We are so excited for you to join the team. If you have any questions, feel free to contact me or the HR office at [hr@tcnj.edu](mailto:hr@tcnj.edu).

**Step 2.** Sign in using the username and password that you previously created.

[← Return to Careers Home](#)

## Employment Opportunities

[Faculty](#)

[Adjunct Faculty](#)

[Staff/Administrative](#)

[Internal Employment](#)

[Student Employment](#)

## Welcome.

## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\* User Name

\* Password

[Forgot your user name?](#)

[Forgot your password?](#)

or Sign in with:



**Step 3.** Select the tab labeled *Tasks*.

[← Return to Careers Home](#)

## Employment Opportunities

[Faculty](#)

[Adjunct Faculty](#)

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Nia McGowan, you are signed in.

[My Acco](#)

[Job Search](#)

[My Jobpage](#)

[Tasks](#)

[My Submissions](#)

[My Job Cart](#)

[My Saved Searches](#)

My Submissions

This page displays all relevant details related to your draft and completed submissions.

There are currently no job submissions.

**Step 4.** Review your contract in its entirety, then scroll to the bottom of the page. Use the drop down arrow to respond, enter your last name then submit.

My signature certifies that I am not a retiree receiving pension benefits from the ABP Plan, as per the provisions of Chapter 89, PL 2008. I understand that I may contact the New Jersey Division of Pension and benefits at (609)777-0887 (ABP retirees) or (609)292-0887 (PERS or TPAF retirees) to discuss my possible eligibility for hire without future participation in any State of New Jersey Pension Program.

We are greatly appreciative of the time and energy you invest in our students. Welcome and best wishes for a productive and rewarding semester.

**I understand that by signing this contract, I will not be allowed to teach more than two courses, or 6 FWH, for TCNJ during the spring/fall semester, except in those cases involving laboratories or other non-lecture courses in which case the load will not exceed 8 FWH in a semester.**

Sincerely,  
The College of New Jersey

\* Please provide your response to this offer:

\* ESignature (Enter your last name only)

ESignature Date

[Next Task](#) [Print Preview](#)