

## RHA Offer Letter

**REMEMBER: All candidates should create an account when submitting their application and must verify their email address.**

**1) There are 2 options to sign into your candidate account.**

- a. **Option 1 Use your Workday Candidate Account:** Using your username and password from submitting your application, sign into your account by going to [rhajobs.com](https://rhajobs.com) and clicking the *Sign In* in the top right-hand corner.



- b. **Option 2 Workday Email:** Received within a few hours of the recruiter submitting the offer. You can follow the instructions in the email.

**From:** Do Not Reply <RHAHealthServices@myworkday.com>  
**Date:** August 18, 2021 at 9:06:07 AM EDT  
**To:** cshort6624@gmail.com  
**Subject:** RHA Health Services Offer Letter  
**Reply-To:** Donotreply@myworkday.com

**Carla,**

It gives us great pleasure to offer you a position with RHA Health Services. In Addition to confirming our offer, the letter will detail the terms and conditions of your employment. Please use the link below to view and accept the offer.

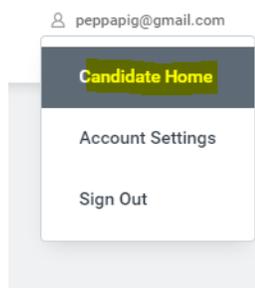
Please log into your Candidate Account by clicking on the link below and navigating to the top left of the page to Sign In.  
<https://rhahealthservices.wd1.myworkdayjobs.com/1>  
If you have any other questions or difficulties, please contact your recruiter.

Business Process: Offer for Job Application: **Carla Cummings** - R18024 Talent Acquisition Coordinator - Remote  
Subject: Job Application: **Carla Cummings** - R18024 Talent Acquisition Coordinator - Remote on 08/08/2021

[Click Here to view the notification details.](#)



- 2) **No account:** If you did not create an account, you will be required to create an account. The recruiter may have to merge your account and resubmit your offer letter.
- 3) **Forgot Password:** If you created account, but do not remember you lo login information. The email will be the same username will be the same email address used on your application, and you can click on forgot password to reset it.
- 4) **Candidate Home:** Click on your email in the top right corner and click on *Candidate Home*.



- 5) **Review Off letter:** Under *My Tasks*. Click the blue button *Start*.  
**Peppa Pig - Candidate Home**

### My Tasks (1)

Thank you for applying. Please review the checklist below to complete a

Review Offer Letter  
Job: Direct Support Professional / DSP / Caregiver /  
Knoxville TN

Start

- 6) **View PDF Offer Letter:** The PDF will open in a new window, printing this off, download, save, or email. You will have access this to this in your file once you're hired, and we can also send it to you.
- 7) **Agree to the offer, if you agree.** You can leave comments for the recruiter, too. If you disagree, you will need to contact the recruiter.

#### Review Document

Please Review and Sign the Offer Letter



RHA External Offer Letter 04/26/2022.pdf

With this acknowledgment, I accept this offer for employment, confirm I can meet the conditions of employment required of the position, and have reviewed and understand the requirements of the position as outlined in the position summary.

I Agree \*



Comment

Excited to start!



**CONGRATS! WE WILL NOW PROCESS YOUR PRE-EMPLOYMENT. Once fully hired you will receive another email to create your employee login information, this will be your login for employment.**