

## When to Use This Job Aid

This job aid is designed to provide candidates with information on how they can access their candidate home and any awaiting tasks for them

### Prerequisite(s):

- Candidate Home must be created and candidate must have an application in process

### Audience:

- Bright Horizons Candidates

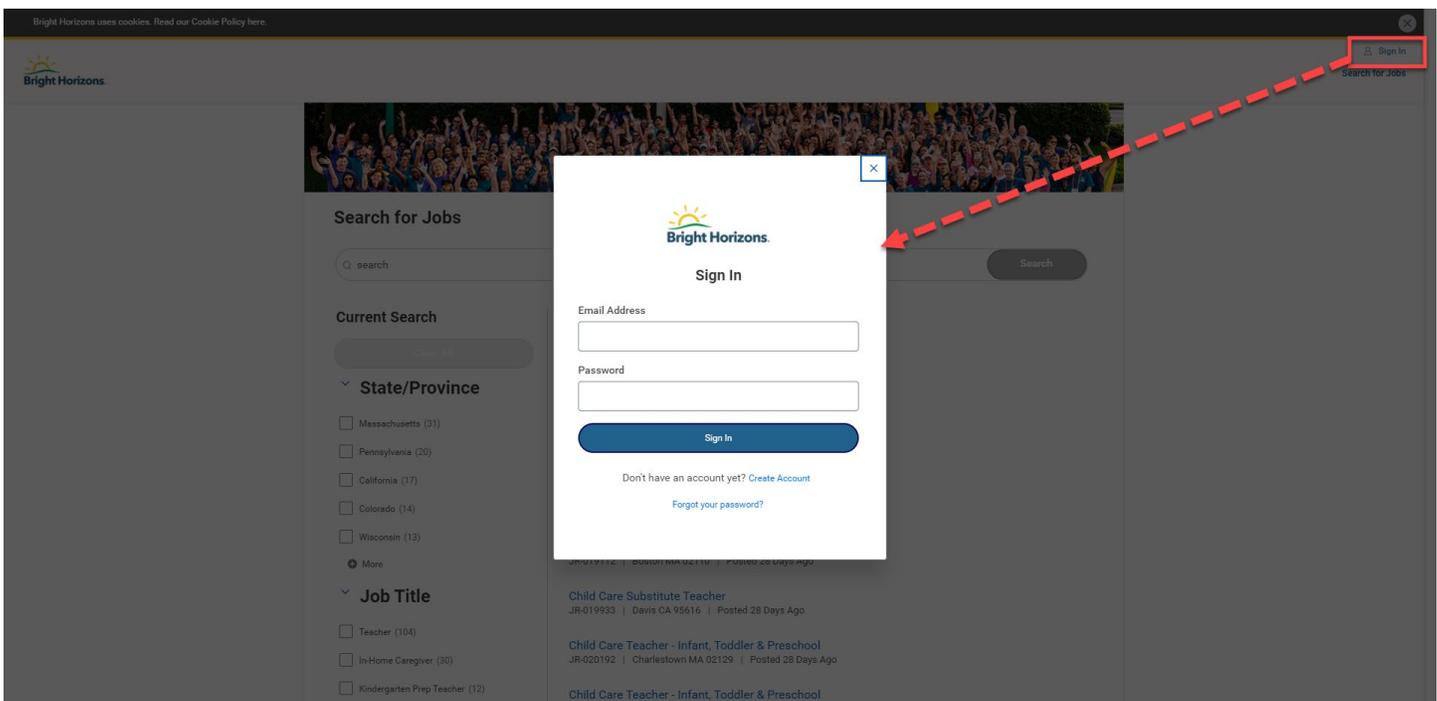
## Where Is My Candidate Home?

Your candidate home can be found through our career site:

<https://brighthorizons.wd5.myworkdayjobs.com/en-US/External-NorthAmerica>

## How Do I Log In To My Candidate Home?

1. On the top right hand side of the link provided above, you will see *Sign In*
2. Select this and a window will pop up asking for your log in information



## How Do I Access My Awaiting Tasks?

1. Once you log in, in the upper right hand corner of the screen, there will be an option for Candidate home. Select this and you will be brought to your home page



- The screen below is your candidate home page. If you have a task waiting for you, you will see a **Blue Start** button:

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count.dracula@xyz.xyz  
Search for Jobs Candidate Home

### Count Dracula - Candidate Home

#### My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

Review Documents  
Job: Marketing Coordinator-Test

**Start**

#### Submitted Applications

1 item

Job Posting	Date Applied	Status	Actions
Marketing Coordinator-Test	Less Than One Day Ago	Offer in Progress	<b>Manage</b>

#### Similar Jobs

No Similar Jobs  
There are currently no similar jobs.

#### Welcome

Welcome to your Candidate Home page. This page will be a resource for you going forward. Here you can see any jobs you applied for and your application status, correspondence and additional items to be completed will be here and you can also update your profile on this page in the upper right corner.

#### About Us

A Career That's More  
At Bright Horizons®, we do work that matters. Across

- Select this and you will be brought directly to the task where you can open up your document to review

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### Review Document

Please review the [Offer Letter](#) attached here. If you have any questions related to this Offer, please contact the Bright Horizons Team

US-CANADA Offer Letter: 09/04/2020.pdf

I agree to terms and conditions of the Offer Letter

I Agree

#### Attachments

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

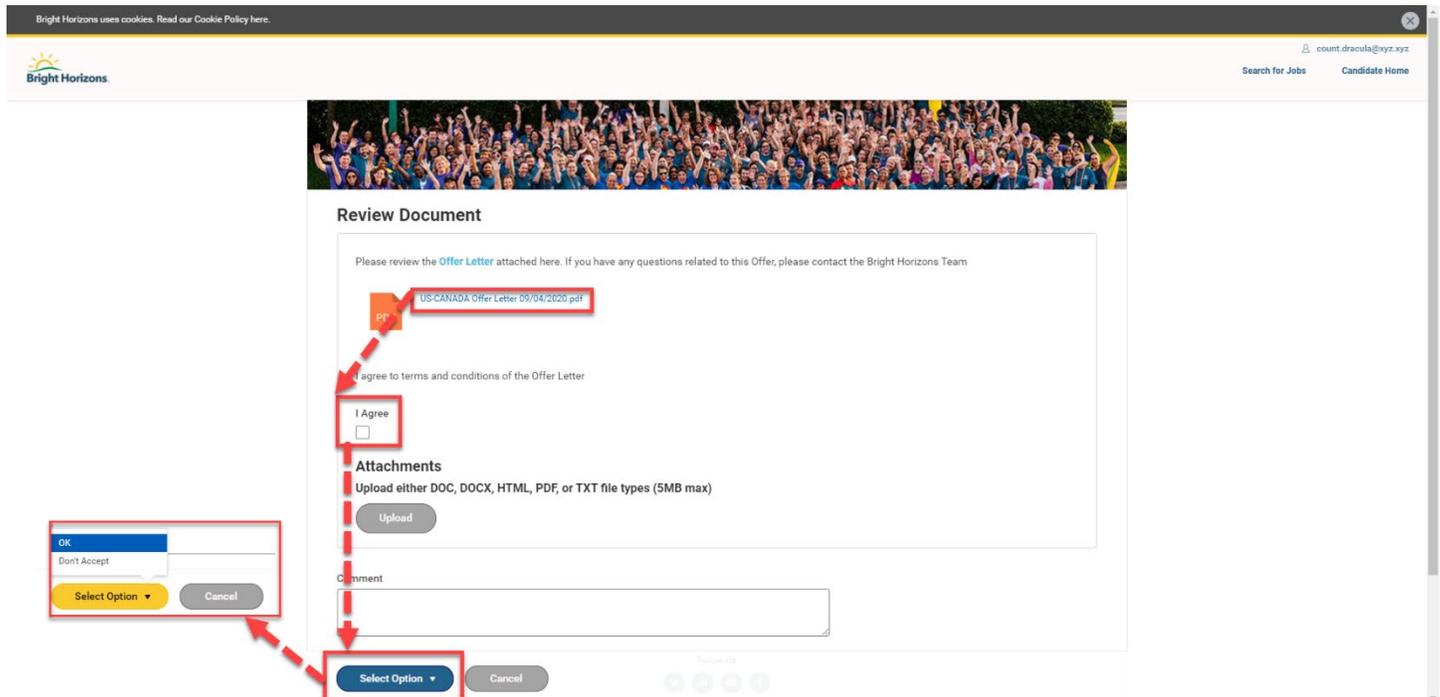
**Upload**

Comment

**Select Option** **Cancel**

## How Do I Accept My Offer?

1. You will follow the same steps as above to get to your awaiting tasks
2. To view your offer letter, select the first area noted below in the red box
  - a. This will open a PDF version of your offer letter where you can print it and keep for your records
3. Next, select the **I agree** box, then **Select Options**, then **OK** for the process to complete and send to the Talent Acquisition team for next steps



- a. If you find that there is an issue with the offer letter and something is not accurate, you will still need to select **I agree**, leave a **comment** in the comment box, then instead of selecting **OK** you will choose **Don't Accept** from the drop down. This will let the Talent Acquisition team know that either there is an error in the letter or you would like to renegotiate.