

# Responding to an Offer of Employment

Once you have received notification that you have received an offer of employment to participate in the Youth@Work/Summer Youth Enrichment Program (SYEP), you will need to follow the instructions below to accept or reject the offer.

## How to Respond to an Offer of Employment

1. Sign in to your [Governmentjobs.com](https://www.governmentjobs.com) account.
2. Click on **Applications**.
3. Click the **View Offer** button to view the offer details
4. To **Accept or Reject** an offer:
  - a. To accept the offer, click the green Accept button
  - b. To reject the offer, click the red Reject button (if you choose to reject the offer, you will be asked for a reason).

*Note: You can print or download the offer by clicking on the printer or download icons located in the upper right hand of the screen.*

You can act on an offer up until the due date. Once the due date has passed, you will no longer be able to accept an offer.

If you have any questions, please contact [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us).

