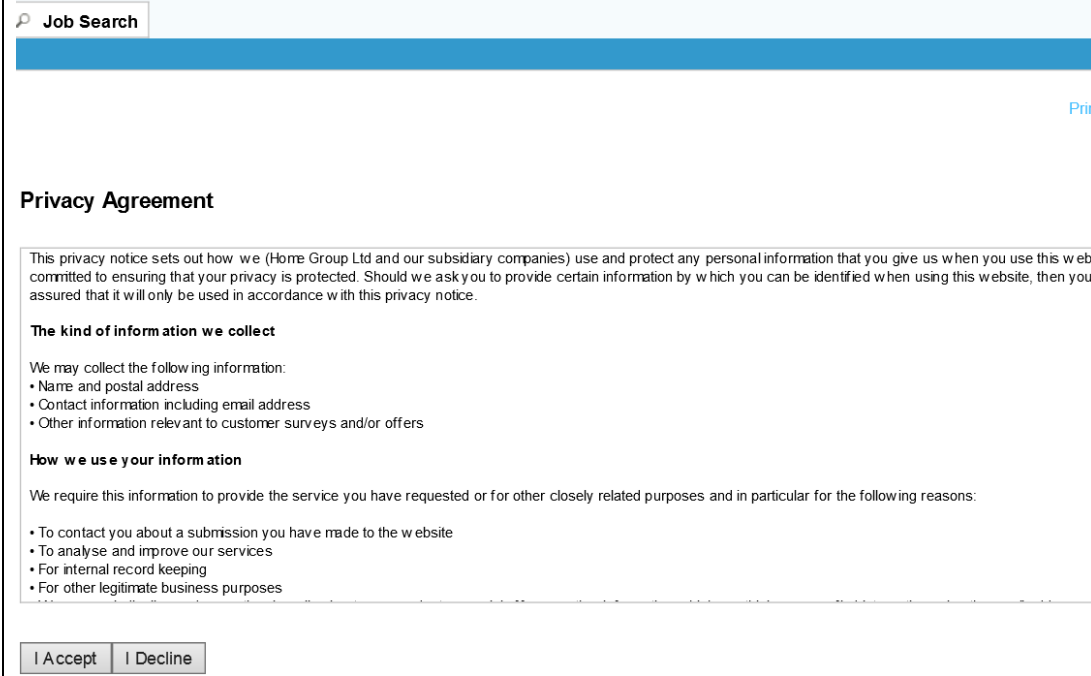


Candidate Support; Accepting an offer

Step	Action
1	<p>You have received the below email to confirm the offer of employment Congratulations on your recent verbal offer of employment with Home Group, I am delighted to extend an offer of employment to you for the position Recruitment Advisor (16342).</p> <p>Please review the details of this job offer and provide your response online. You will be required to respond before the offer's expiration date in 5 days, so please click to visit the site soon.</p> <p>Log in with the username and the password that you created when applying.</p> <p>Once again congratulations on your recent offer and we look forward to welcoming you to Home Group soon.</p> <p>Please do not reply to this automatically-generated message. Replies are undeliverable.</p>
2	<p>Please click on the blue hyper link in the email to take you to your offer.</p>
3	<p>Please read the privacy agreement and click on accept</p>  <p>The screenshot shows a search bar with 'Job Search' and a blue bar below it. To the right is a 'Print' link. Below is the 'Privacy Agreement' section, which includes the following text:</p> <p>Privacy Agreement</p> <p>This privacy notice sets out how we (Home Group Ltd and our subsidiary companies) use and protect any personal information that you give us when you use this website committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy notice.</p> <p>The kind of information we collect</p> <p>We may collect the following information:</p> <ul style="list-style-type: none"> • Name and postal address • Contact information including email address • Other information relevant to customer surveys and/or offers <p>How we use your information</p> <p>We require this information to provide the service you have requested or for other closely related purposes and in particular for the following reasons:</p> <ul style="list-style-type: none"> • To contact you about a submission you have made to the website • To analyse and improve our services • For internal record keeping • For other legitimate business purposes <p>At the bottom of the screenshot are two buttons: 'I Accept' and 'I Decline'.</p>
4	<p>You will need to log in to the system (as below) with the account details you created when applying for the role</p>

	<p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name? Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="New User"/></p>
5	Please carefully read through your contract of employment
6	If you have a query regarding the content of your offer that you wish to discuss before accepting please contact the chair of your interview panel.
7	<p>Please select one of the below options</p> <p>Offer Response Do Not E-Sign Until You Have Read The Above Offer</p> <p><input checked="" type="radio"/> Accept the offer <input type="radio"/> Refuse the offer</p> <p>*Full Name <input type="text" value="Lowe, Lindsey"/></p> <p>*Unique Identifier <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <p>The unique identifier is your mother's maiden name</p>
8	<p>At the top of the job page you will see the below statement</p> <p>Offer has been accepted </p>