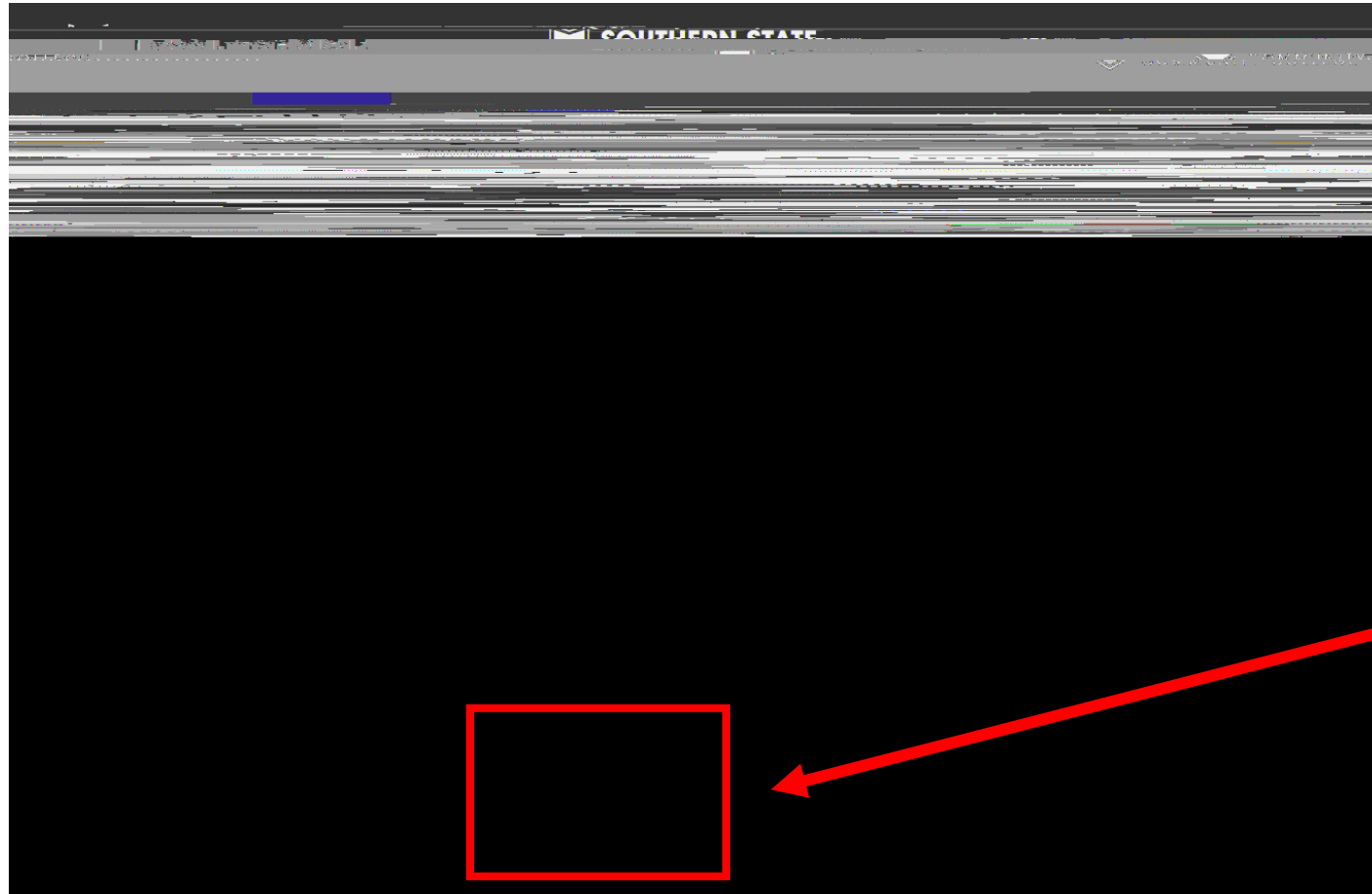


Job Posting Request Tutorial

SSCC

To begin, navigate to the “Forms” page of the SSCC website.

This can be found by going to “Faculty and Staff”, then “Employee Resources”, to “Forms”



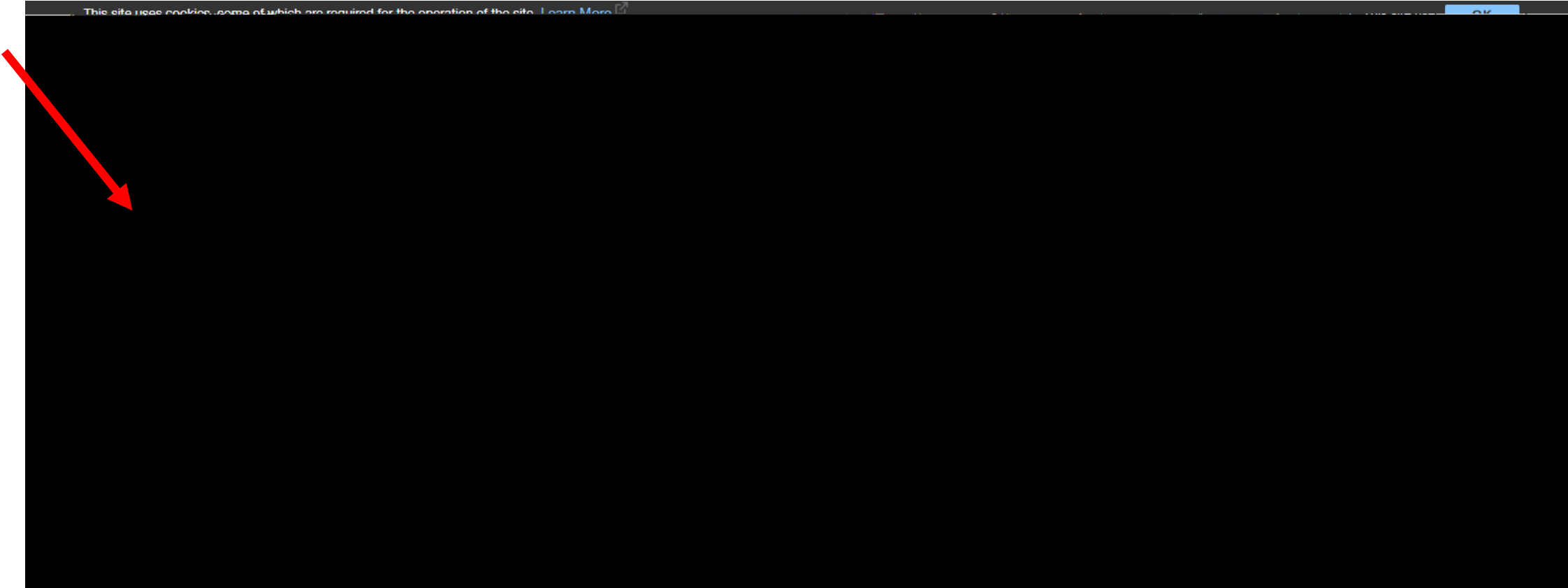
Once you have selected the Hiring Request, you will be directed to the below.

Enter your information (or the Hiring Manager that you are completing the form for).

Then, enter the name and email of the Executive Team (a.k.a. President's Council) Member over your department.

The image shows a screenshot of a web form titled "Signer Information". The form is set against a dark grey background. At the top, there is a blue header bar. Below the title, there are three lines of instructional text: "Fill in the name and email for each signing role listed below.", "Signers will receive an email inviting them to sign this document.", and "Please enter your name and email to begin the signing process." The form is divided into three main sections. The first section is labeled "Requester" and contains a "Your Name" field with a "Full Name" placeholder and an "Email Address" field. The second section is labeled "Your Email" and contains an "Email Address" field. Below this is a note: "Please provide information for any other signers needed for this document." The third section is labeled "Executive Team Member" and contains a "Name" field with a "Full Name" placeholder, a "Department" field, and an "Email Address" field. At the bottom right of the form, there is a bright green button labeled "BEGIN SIGNING".

If this is your first time using DocuSign, you will need to check the box saying you agree to use electronic records and signatures.



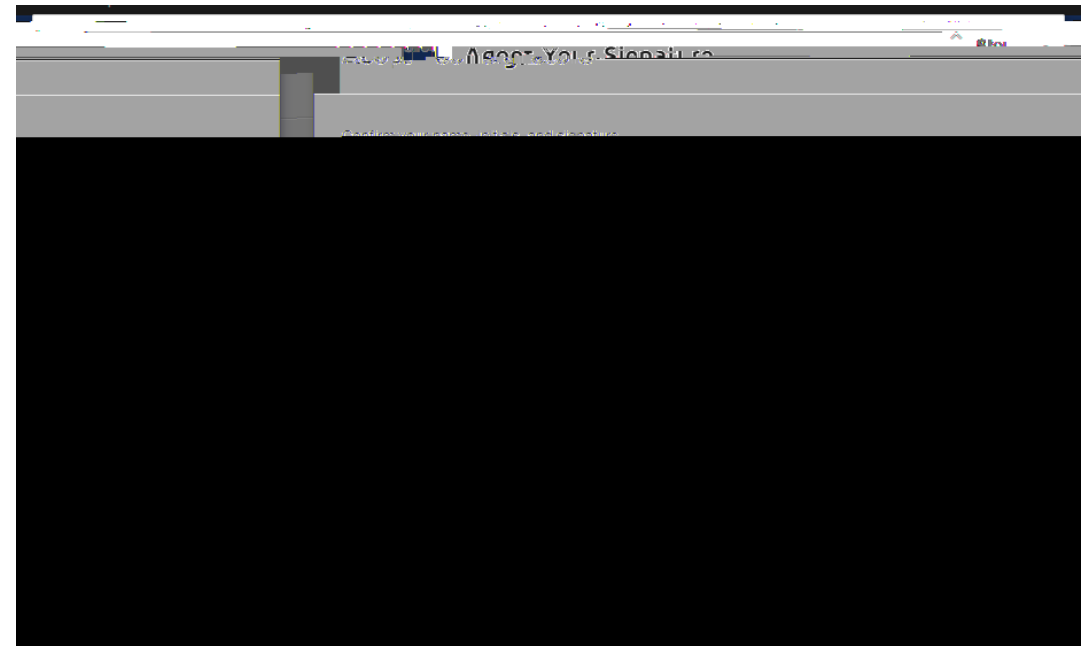
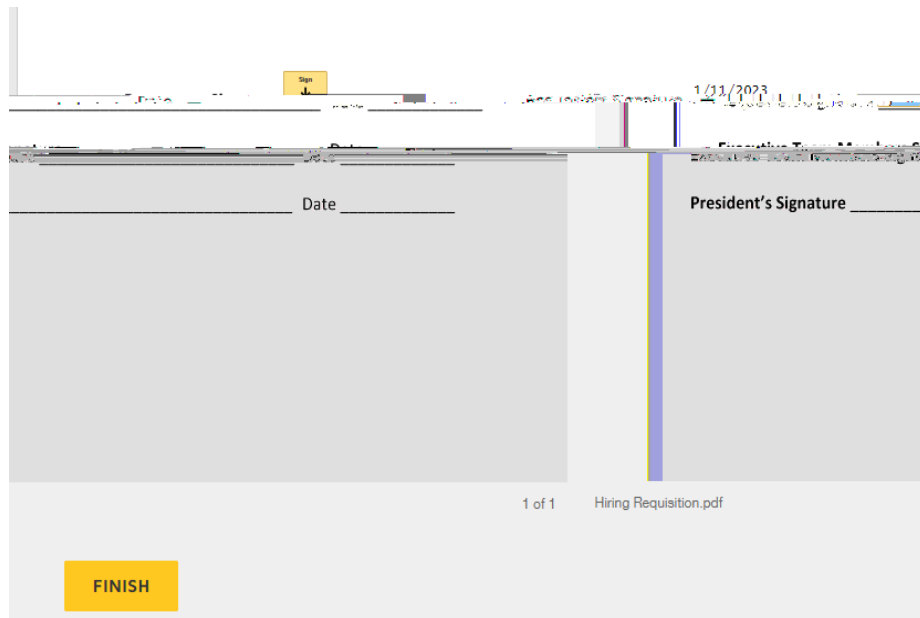
- *Reason for Opening* Is this a new position, or a replacement?
- *Justification for Request* Is this due to a retirement, resignation, or a new position?
- *Job Assignment* The title of the job to be posted
- *Hiring Manager* The manager or this job assignment; needs to have access to the posting.
- *Requester* The person requesting this hire. In MOST cases, this is the same as the hiring manager.
- *Budget Account Code* The budget line that the new hire will be paid from.

The screenshot shows a web form titled "Job Posting Requisition" for Southern State Community College. The form includes a "Request Date" field with the value "1/11/2023" and a dropdown menu for "Reason for Opening" with "Replacement" selected. Other fields are partially visible but mostly obscured by black redaction boxes.

- *Target Start Date* What is your intended start date for this employee?
- *Weekly Hours* The intended hours to be worked per week by the selected candidate
- yyB(:)Tj /13.3 01 3e :

From here, you will sign the form electronically, and click “FINISH”.

If you have not used DocuSign in the past, you will be asked to either upload a signature or use one of the generated options.



Your form will then be emailed to the Executive Team Member that you listed when you began completing the form. Once approved by the Executive Team Member and then President, H.R. will move forward with your hire.

Executive Team Members and the President will then follow the signature procedure, or use the “Other Actions” drop down to “Decline to Sign”. H.R. will be notified upon President’s final signature, or upon declination to move forward.

