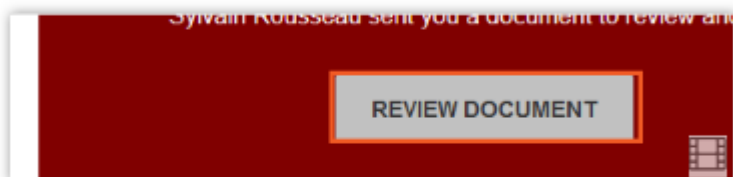


## Signing a job offer

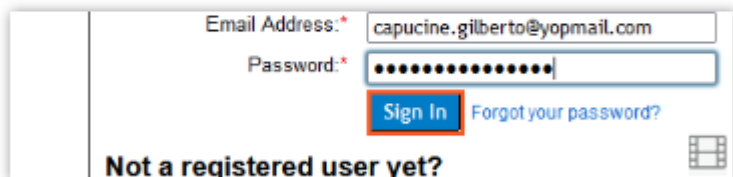
1 If you are being offered a position governed by HR Policies, you will need to read and sign a contract of employment which describes the terms and conditions of your appointment. This is done through the DocuSign application.

2 Click **REVIEW DOCUMENT**.



3 Login by entering your email address and your password.

Click **Sign In**.



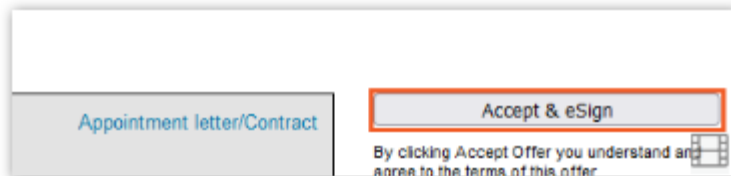
4 You have the option to

- Accept and Sign
- Comment and Decline Offer, or
- Email Employment Advisor.

It is highly recommended that you email the employment advisor prior to declining an offer.

If you have offers that have been modified, you can view the different versions under Offer History at the bottom of the page.

5 Click **Accept & eSign**.



6 Click **I agree to use electronic records and signatures**.

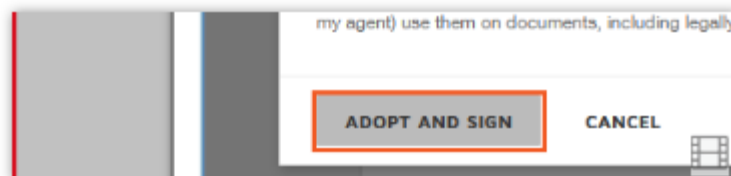


7 Click **Required - Sign Here**.



8 You have three options for your signature. You can use the system generated signature, draw or upload. Choose the option that you prefer.

Click **ADOPT AND SIGN**.

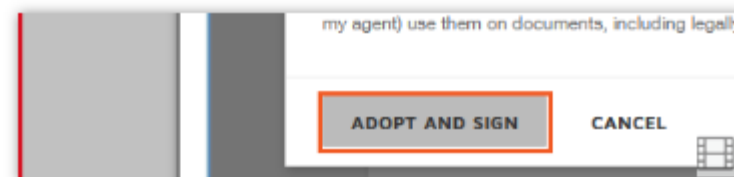


7 Click **Required - Sign Here**.

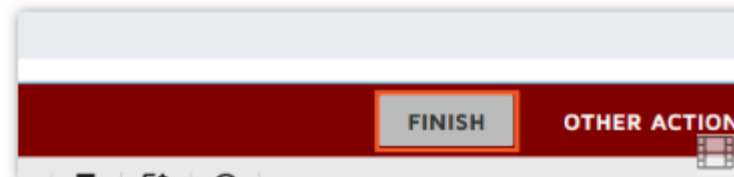


8 You have three options for your signature. You can use the system generated signature, draw or upload. Choose the option that you prefer.

Click **ADOPT AND SIGN**.



9 Click **FINISH**.



10 The offer is accepted.

