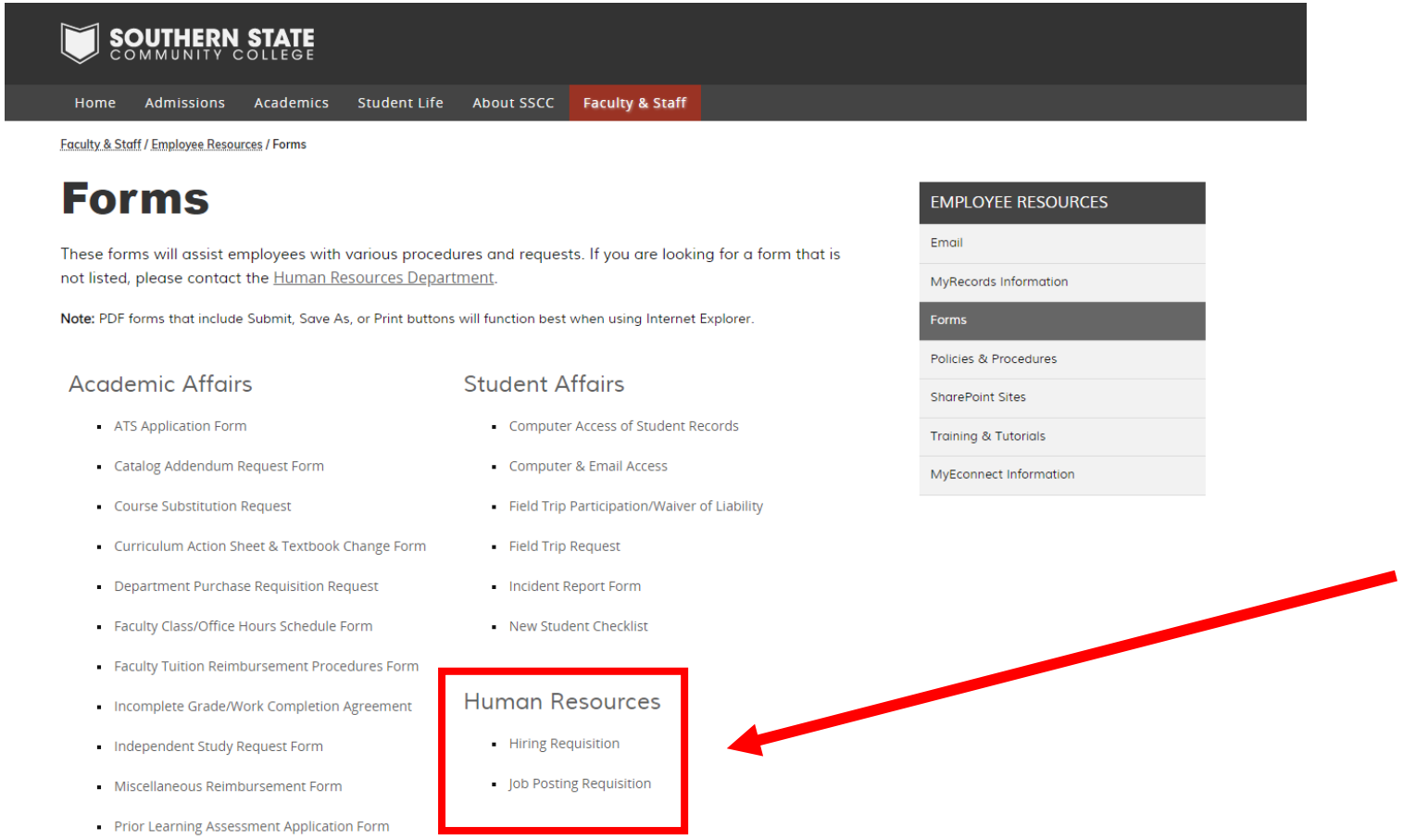
Hiring Request Tutorial

SSCC

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

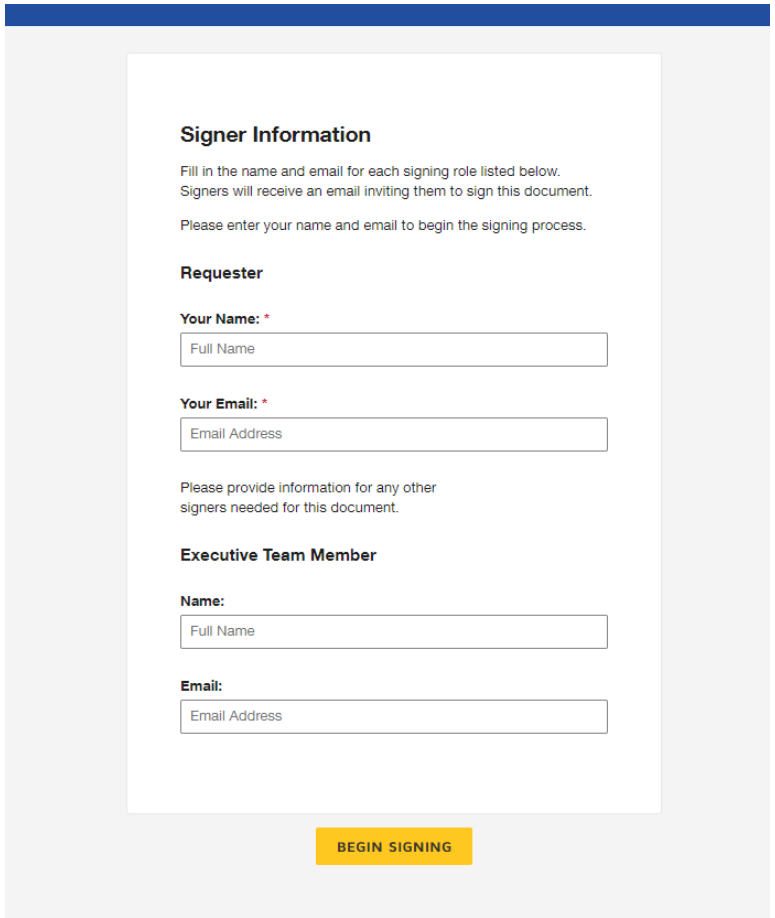
This can be found by going to “Faculty and Staff”, then “Employee Resources”, to “Forms”



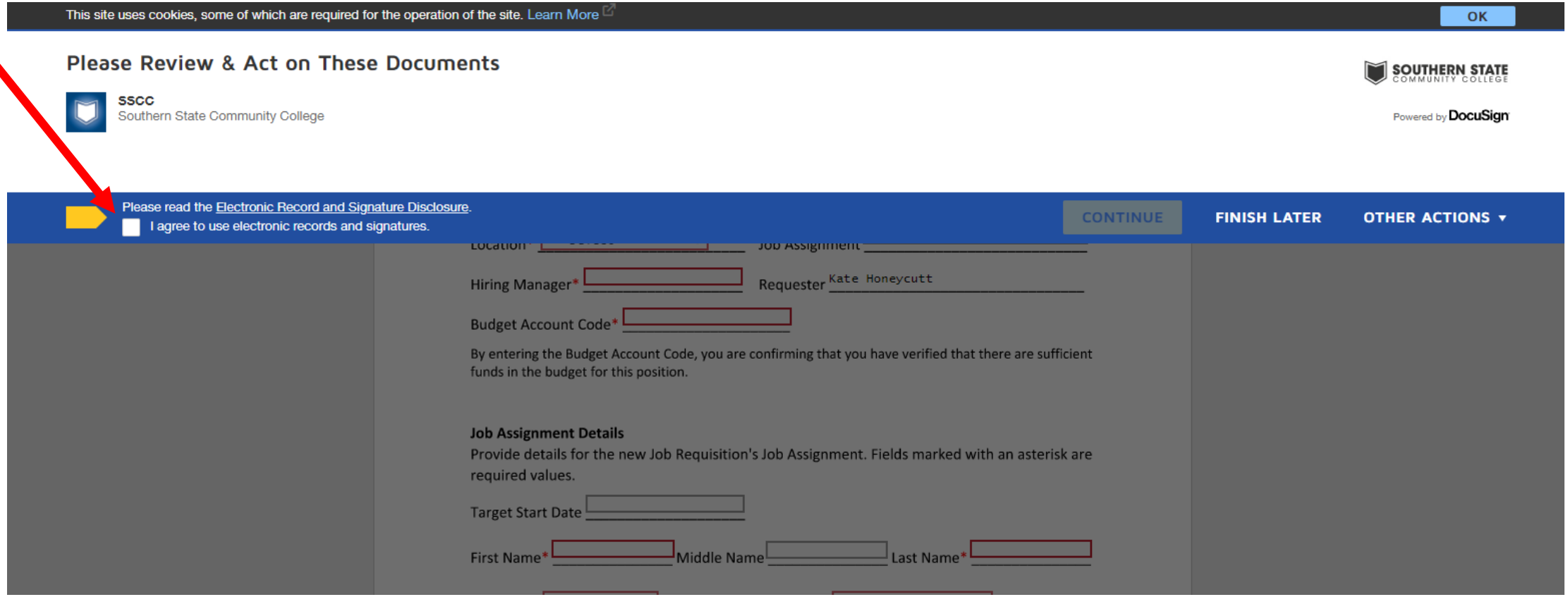
Once you have selected the Hiring Request, you will be directed to the below.

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.

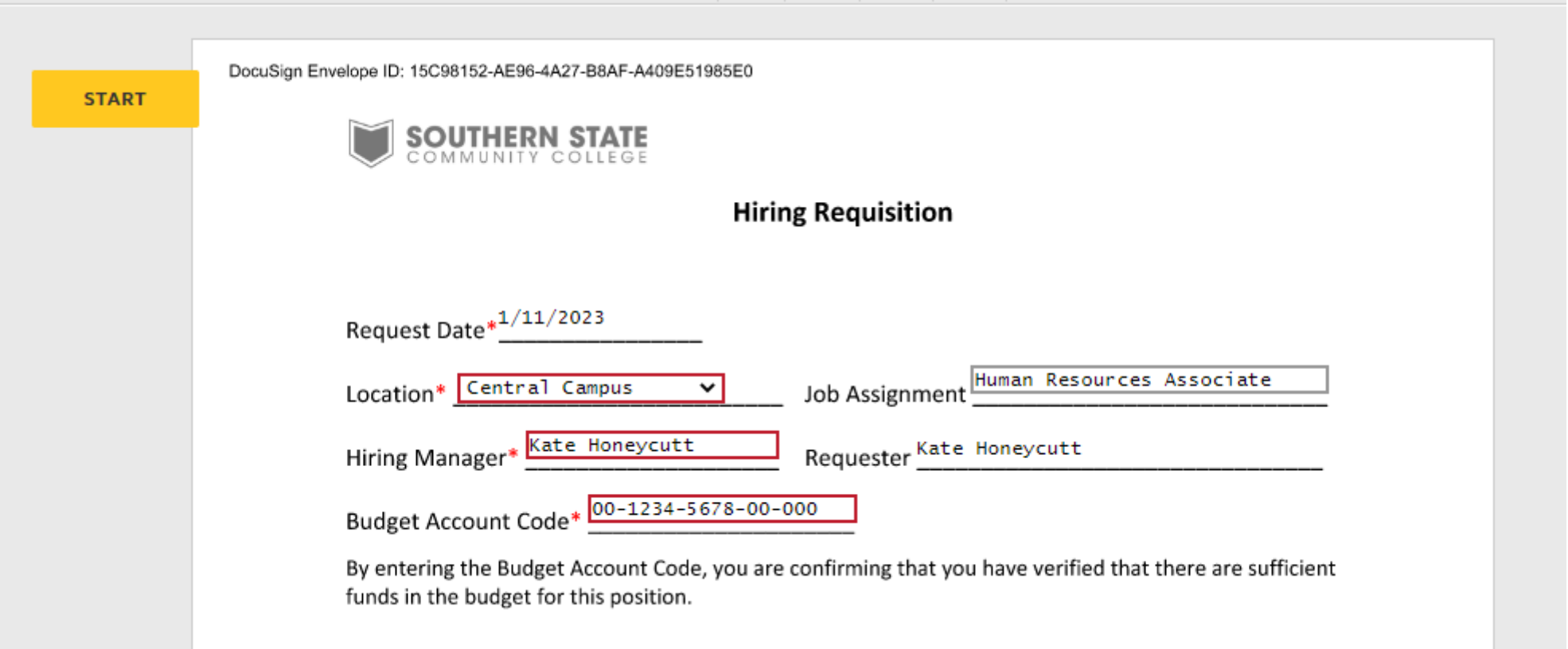


If this is your first time using DocuSign, you will need to check the box saying you agree to use electronic records and signatures.



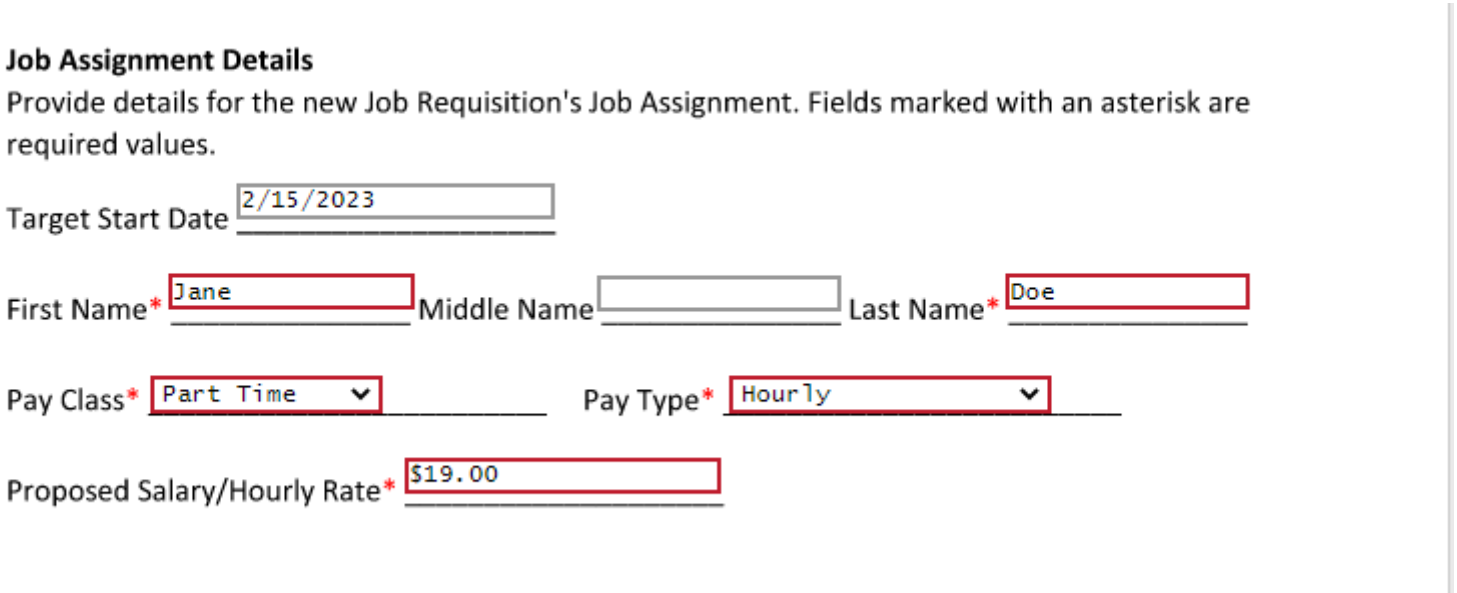
Fill out the information below regarding the position you are filling.

- ***Location*:** Which campus will the new hire be working?
- ***Job Assignment*:** Job Title of the prospective employee
- ***Manager*:** The person the new hire will report to
- ***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.



Fill out the information below regarding the position you are filling.

- ***Target Start Date*:** What is your intended start date for this employee?
- ***First and Last Name*:** Please use the name the candidate listed on their application.
- ***Pay Class*:** Part Time or Full Time
- ***Pay Type*:** Hourly, Salary NonExempt, or Salary (Note: Salary alone indicates an Exempt position)
- ***Proposed Salary/Hourly Rate*:** Either the annual salary or hourly rate



Job Assignment Details

Provide details for the new Job Requisition's Job Assignment. Fields marked with an asterisk are required values.

Target Start Date 2/15/2023

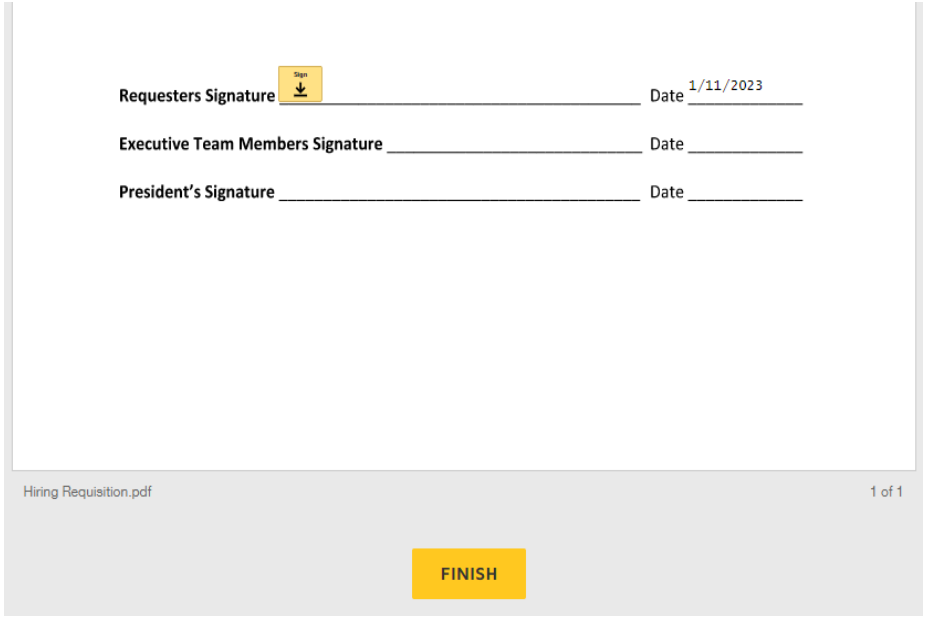
First Name* Jane Middle Name Last Name* Doe

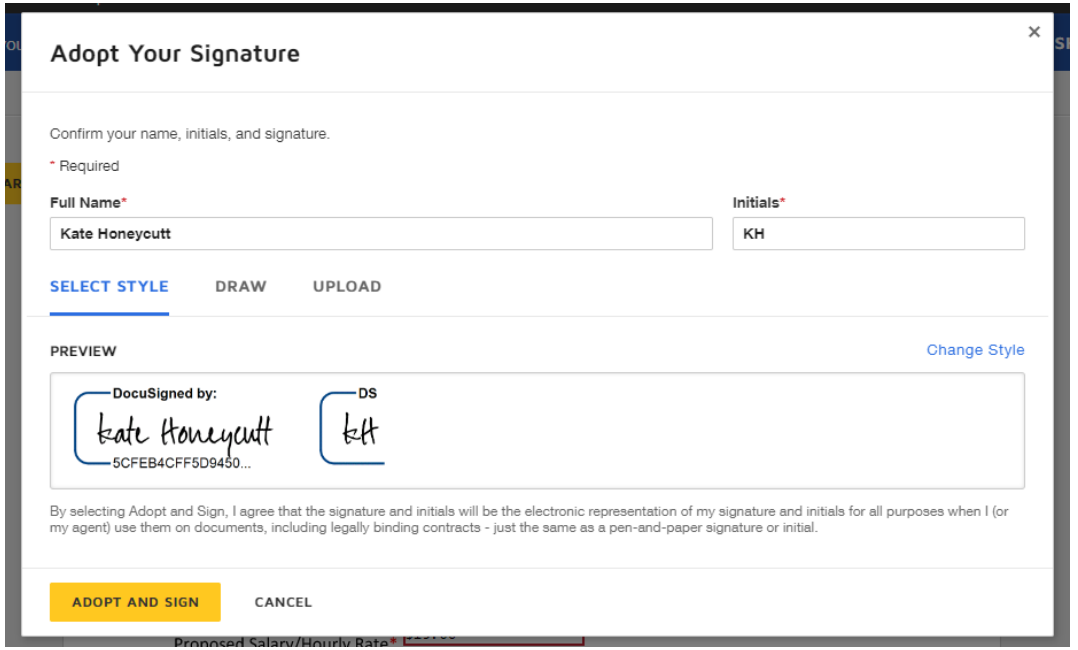
Pay Class* Part Time Pay Type* Hourly

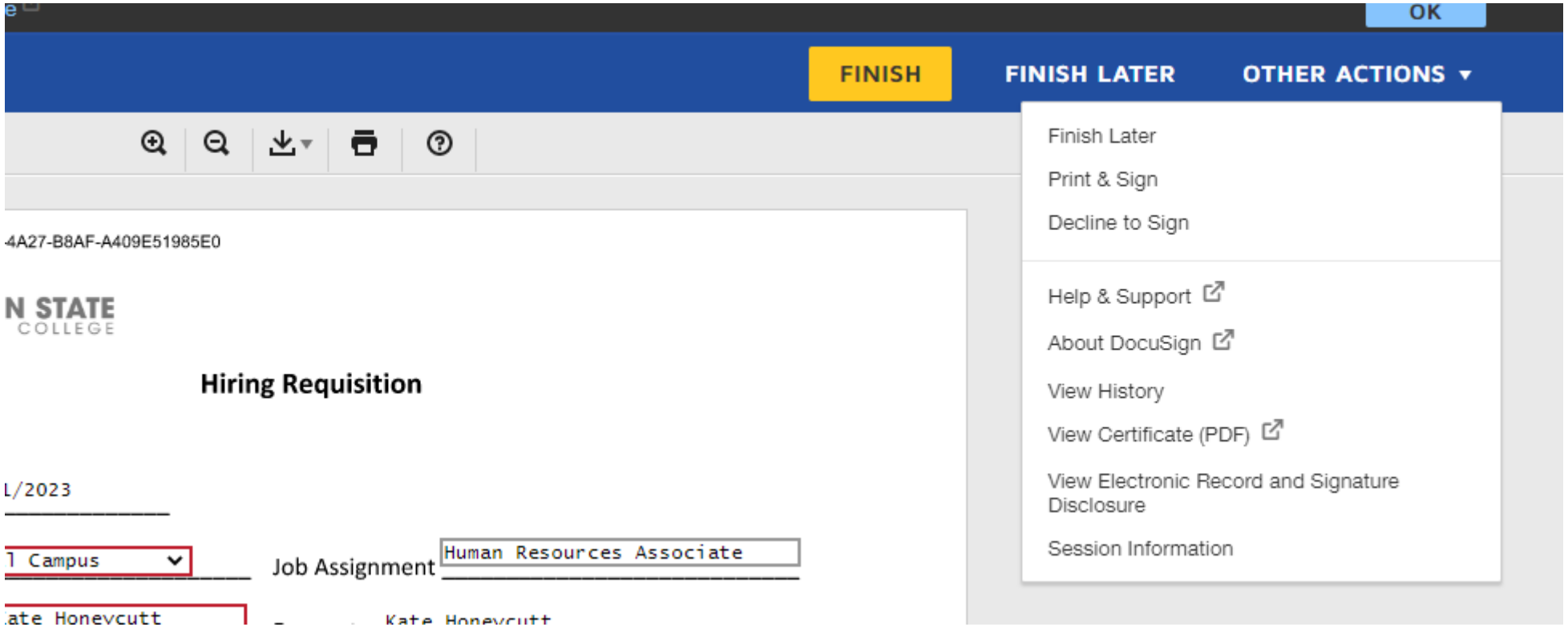
Proposed Salary/Hourly Rate* $19.00

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.