

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”

The screenshot shows the Southern State Community College website. The top navigation bar includes links for Home, Admissions, Academics, Student Life, About SSCC, and Faculty & Staff. The Faculty & Staff link is highlighted. Below the navigation bar, the breadcrumb trail reads: Faculty & Staff / Employee Resources / Forms. The main heading is "Forms". Below the heading, there is a paragraph explaining that these forms assist employees with various procedures and requests, and a note about PDF forms. The page is divided into three columns: Academic Affairs, Student Affairs, and Human Resources. The Human Resources section is highlighted with a red box, and a red arrow points to it from the right side of the page.

SOUTHERN STATE
COMMUNITY COLLEGE

Home Admissions Academics Student Life About SSCC **Faculty & Staff**

[Faculty & Staff / Employee Resources / Forms](#)

Forms

These forms will assist employees with various procedures and requests. If you are looking for a form that is not listed, please contact the [Human Resources Department](#).

Note: PDF forms that include Submit, Save As, or Print buttons will function best when using Internet Explorer.

Academic Affairs

- ATS Application Form
- Catalog Addendum Request Form
- Course Substitution Request
- Curriculum Action Sheet & Textbook Change Form
- Department Purchase Requisition Request
- Faculty Class/Office Hours Schedule Form
- Faculty Tuition Reimbursement Procedures Form
- Incomplete Grade/Work Completion Agreement
- Independent Study Request Form
- Miscellaneous Reimbursement Form
- Prior Learning Assessment Application Form

Student Affairs

- Computer Access of Student Records
- Computer & Email Access
- Field Trip Participation/Waiver of Liability
- Field Trip Request
- Incident Report Form
- New Student Checklist

Human Resources

- Hiring Requisition
- Job Posting Requisition

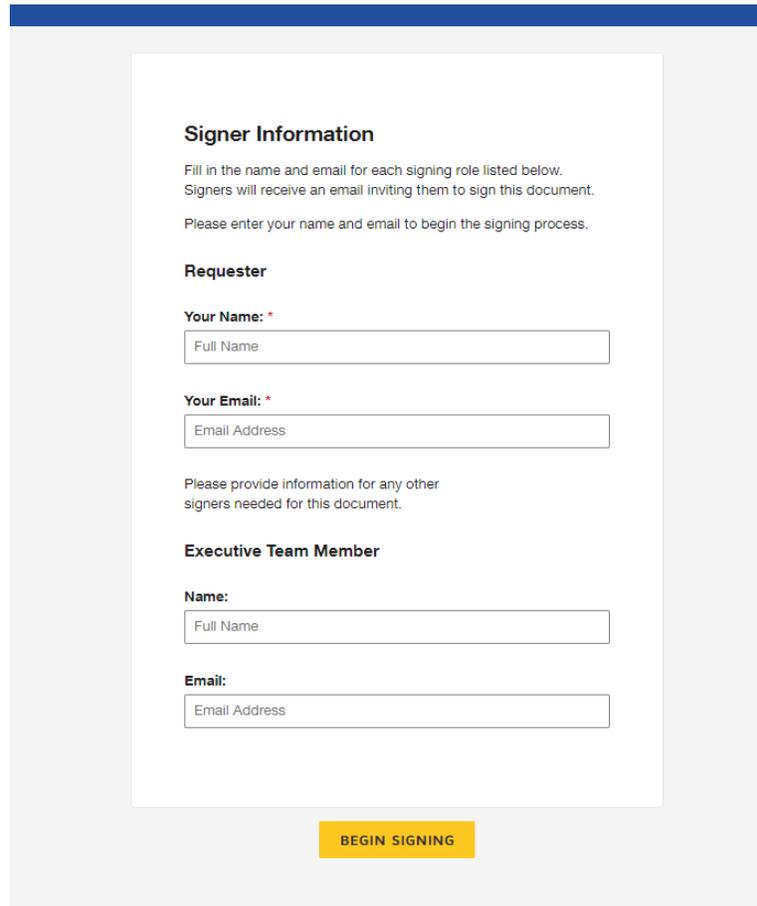
EMPLOYEE RESOURCES

- Email
- MyRecords Information
- **Forms**
- Policies & Procedures
- SharePoint Sites
- Training & Tutorials
- MyEconnect Information

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 contained within a white box with a blue header bar at the top. Below the title, there are instructions: "Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process." The form is divided into two sections: "Requester" and "Executive Team Member". Each section has a "Name:" label and a "Full Name" input field, and an "Email:" label and an "Email Address" input field. At the bottom of the form, there is a yellow button labeled "BEGIN SIGNING".

Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Requester

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Executive Team Member

Name:

Email:

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.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please Review & Act on These Documents

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Powered by **DocuSign**

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS ▾

Location _____ JOB Assignment _____

Hiring Manager* _____ Requester Kate Honeycutt

Budget Account Code* _____

By entering the Budget Account Code, you are confirming that you have verified that there are sufficient funds in the budget for this position.

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

Target Start Date _____

First Name* _____ Middle Name _____ Last Name* _____

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.

DocuSign Envelope ID: 15C98152-AE96-4A27-B8AF-A409E51985E0

START

 **SOUTHERN STATE**
COMMUNITY COLLEGE

Hiring Requisition

Request Date* 1/11/2023

Location* Central Campus Job Assignment Human Resources Associate

Hiring Manager* Kate Honeycutt Requester Kate Honeycutt

Budget Account Code* 00-1234-5678-00-000

By entering the Budget Account Code, you are confirming that you have verified that there are sufficient funds in the budget for this position.

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

First Name* Middle Name Last Name*

Pay Class* Pay Type*

Proposed Salary/Hourly Rate*

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.

A screenshot of a PDF document titled "Hiring Requisition.pdf" showing three signature lines. The first line is labeled "Requesters Signature" and has a yellow "Sign" button with a downward arrow icon above it. The date "1/11/2023" is entered next to it. The second line is labeled "Executive Team Members Signature" and the third is labeled "President's Signature". At the bottom of the page, there is a yellow "FINISH" button.

A screenshot of the "Adopt Your Signature" dialog box. It prompts the user to "Confirm your name, initials, and signature." There are two required fields: "Full Name*" with the value "Kate Honeycutt" and "Initials*" with the value "KH". Below these fields are three options: "SELECT STYLE" (which is selected), "DRAW", and "UPLOAD". A "PREVIEW" section shows a signature "kate Honeycutt" and initials "KH" with a DocuSigned by box containing the name and a long alphanumeric string. At the bottom, there are two buttons: "ADOPT AND SIGN" and "CANCEL".

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.

