

# 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”

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.

**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.

- **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.

DocuSign Envelope ID: 31C4FCCF-65F3-40AA-A1E1-9D3EC860E879

**START**

 **SOUTHERN STATE**  
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**Job Posting Requisition**

**Job Requisition Details**  
Provide details for the new job requisition. Fields marked with an asterisk are required values.

Request Date\* 1/11/2023

Reason For Opening Replacement Justification for Request Resignation

Location\* Central Campus Job Assignment Human Resources Associate

Hiring Manager\* Mindy Markey-Grabill 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?
- **Weekly Hours:** The intended hours to be worked per week by the selected candidate
- **Number of Openings:** How many positions need to be filled under this job title?
- **Pay Class:** Part Time or Full Time?
- **Pay Type:** Hourly, Salary NonExempt, or Salary (Note: Salary alone indicates an Exempt 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	<input type="text" value="2/15/2023"/>	Weekly Hours	<input type="text" value="29"/>
Number of Openings*	<input type="text" value="1"/>	Pay Class*	<input type="text" value="Part Time"/>
		Pay Type*	<input type="text" value="Hourly"/>

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.

Hiring Requisition.pdf 1 of 1

Requesters Signature  \_\_\_\_\_ Date 1/11/2023

Executive Team Members Signature \_\_\_\_\_ Date \_\_\_\_\_

President’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**FINISH**

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

[SELECT STYLE](#) DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:    
5CFEB4CFF5D9450...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** 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.

