# 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.



**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: *

Full Name

Your Email: *

Email Address

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

**Executive Team Member**

Name:

Full Name

Email:

Email Address

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.

**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.

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**START**

**SOUTHERN STATE**
COMMUNITY COLLEGE

**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 2/15/2023    Weekly Hours 29

Number of Openings* 1    Pay Class* Part Time ∨

Pay Type* 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.

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.