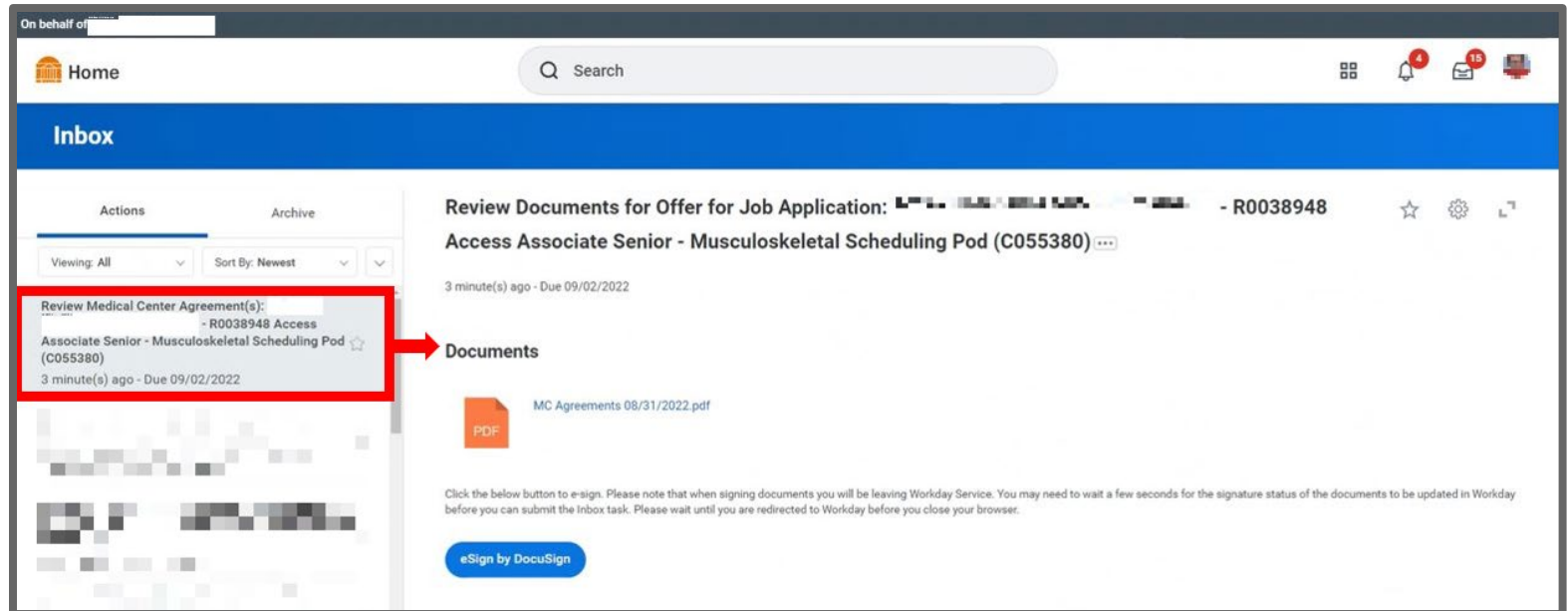


The final step in the Offer process is the hiring manager will eSign the Agreement documents, which is required to move the candidate into the hire process. The signature of these documents are time-sensitive.

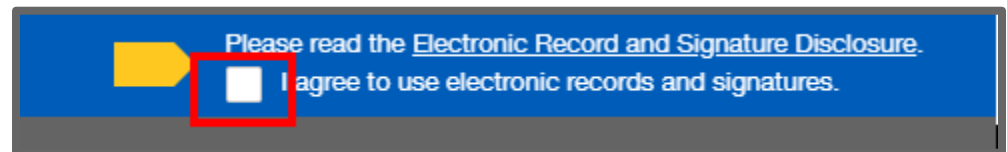
## Manager eSigns Agreement

1. Navigate to your **My Tasks>All Items** in Workday.
2. Click on the **Review Medical Center Agreement(s)** task.

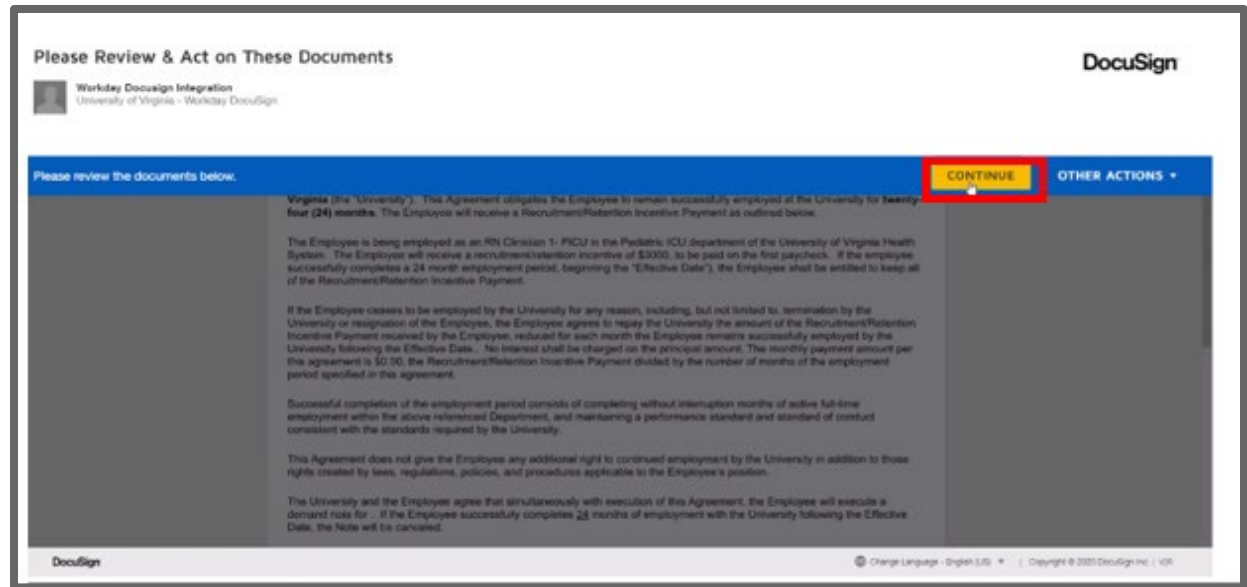
3. Click and review the linked PDF document under **Documents** to view the unsigned copy of the agreement to ensure the information is correct. Click the back button to return to the inbox task.



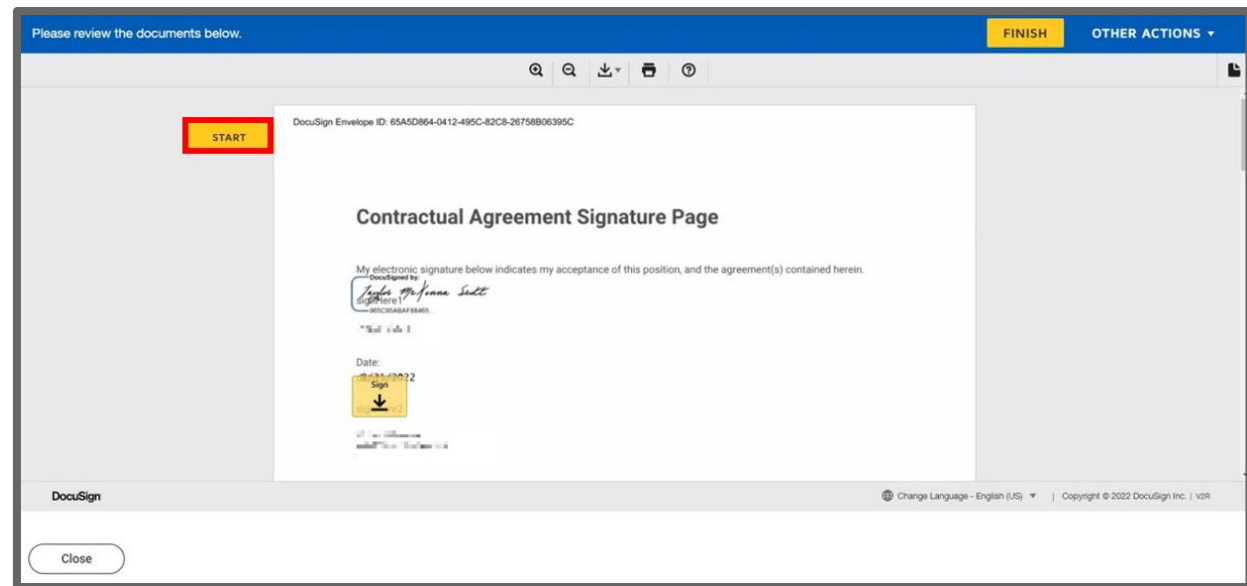
4. If the information is correct and you're ready to eSign, click the **eSign by DocuSign** button.
5. If this is your first time, you may receive this screen. Click the checkbox.



6. Click the **Continue** button.

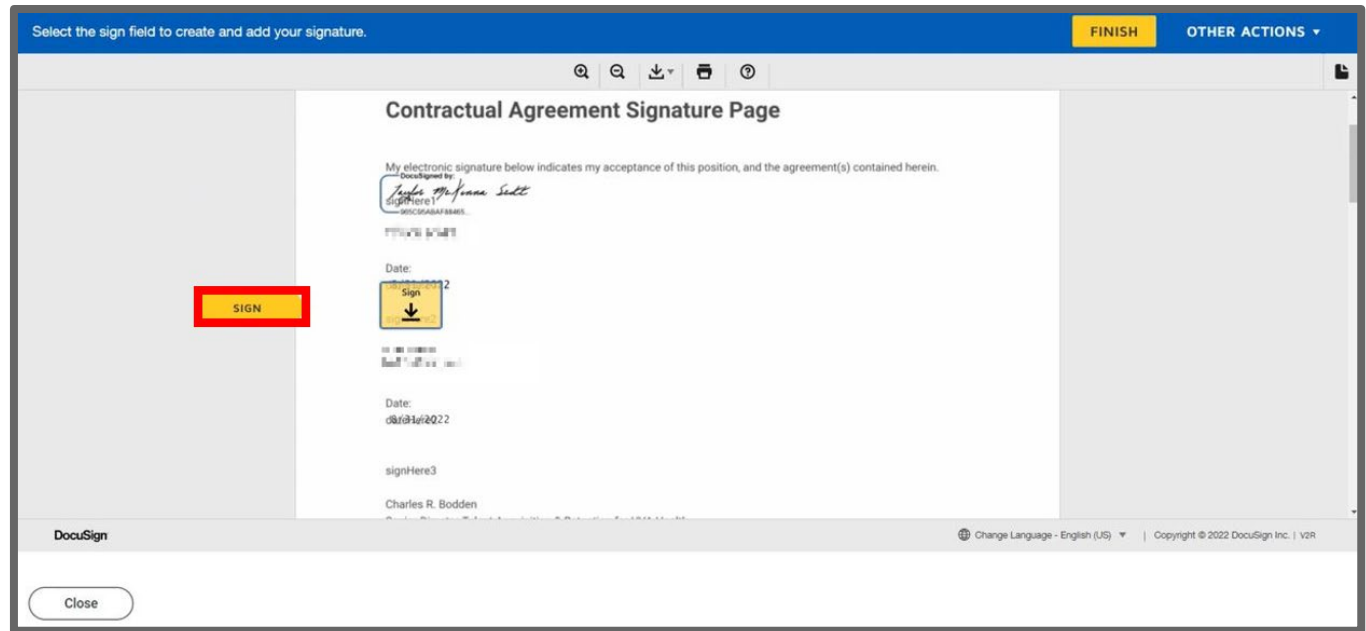


7. Click the **Start** button.



8. The screen will scroll down to the signature line. Click the **Sign down-arrow**.

**Note:** The signatures will show on the page in the order applicant, hiring manager, then the Director of Talent Acquisition.



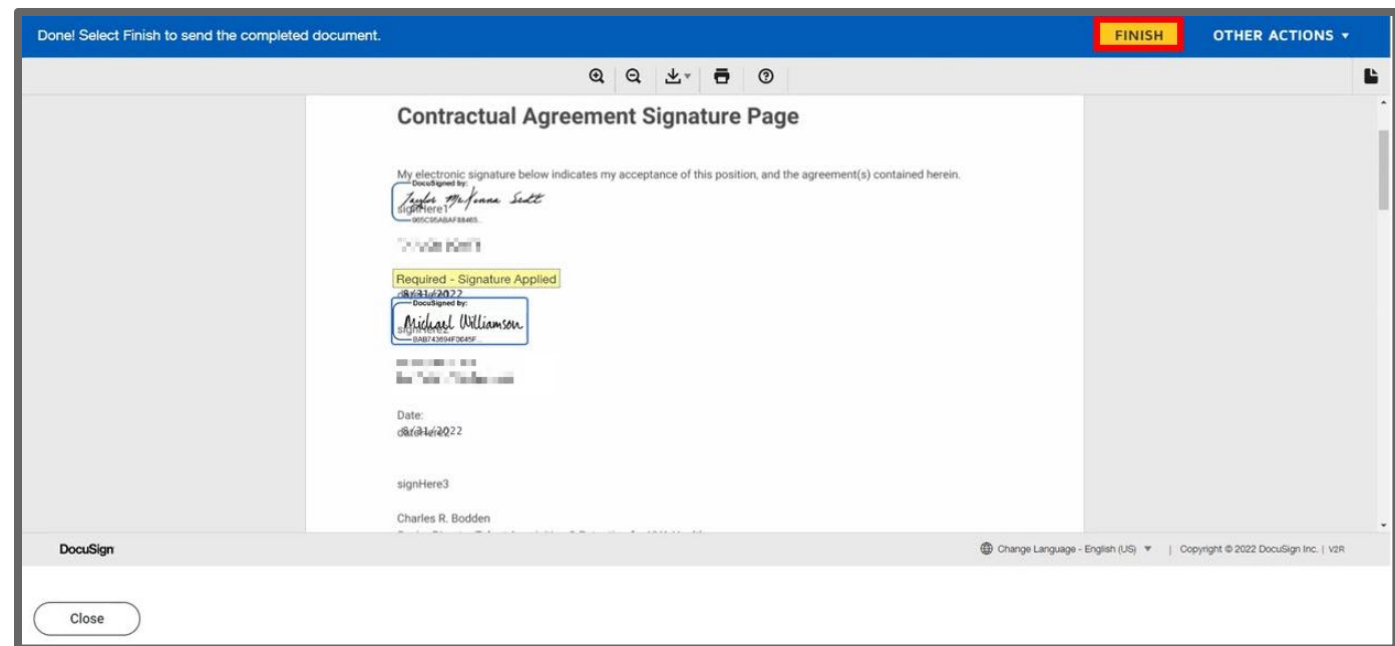
9. A pop-up window displays, which allows you to change your style if desired, by clicking the **Change Style** link.



10. To sign the Agreement, click the **Adopt and Sign** button. This button may not appear after your first signature.



11. Click **Finish** in the top right-hand corner.



- 12. A comment is not required.
- 13. Optional: You may download and save the document if desired.
- 14. Since this document is required to move the hire to the next step, **do not click Save for Later.**


Click the **Submit** button. The signed copy will be in the candidate's record once everyone has signed the agreement.

### Review Medical Center Agreement(s)

Review Documents for Offer for Job Application: [Progress Bar] - R0038948 Access Associate Senior - Musculoskeletal Scheduling Pod (C055380) [Menu]

#### Documents

On this page, you can only download the original, unsigned version of the document.

Document  MC Agreements 08/31/2022.pdf

Comment

Submit Save for Later Cancel



15. Click the **Done** button. After clicking **Done**, you can find the inbox task under your **Archives** folder.

