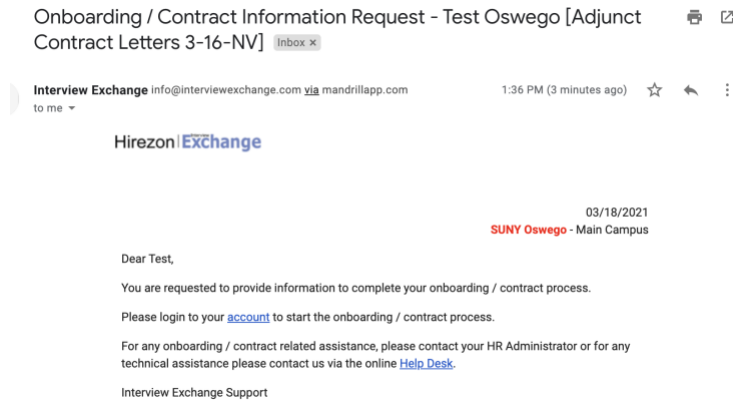
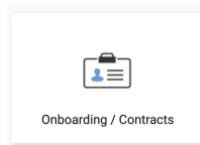


Electronic Contract Letter Instructions

1.) You will receive an email notification from Interview Exchange:



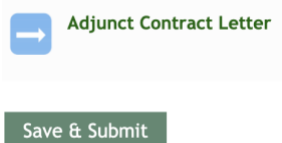
2.) Click on [account](#) and login to your Interview Exchange account. (Note: for most individuals this will be your single sign on login.) Click on the Onboarding/Contracts module:



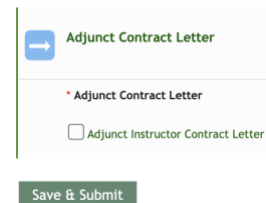
3.) You will see in the top left corner a box that says Assigned To Me. That is the section you will see your contract letter for you to review:



4.) Click on the edit icon and it will bring you to this screen:



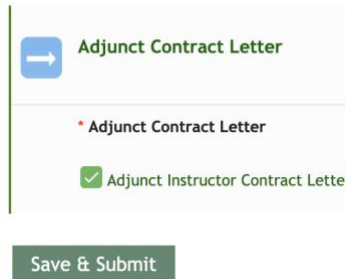
click on the blue arrow for the letter to drop down




5.) Click on the green **** Contract Letter and your contract letter will pop up for your review and signature.

6.) Electronically sign the contract letter all the way to the bottom, click Save & Continue. It will allow you to review one more time, then click Continue.

7.) You will be back to the screen below. You will see a green check mark in the box next to **** Contract Letter. Now you can click the Save & Submit button and it will submit your signed contract letter to the Office of Human Resources.




8.) You will then see it was completed with a date stamp:

If you would like an electronic copy of your contract letter, click on the green **** Contract Letter and in the top right corner there is an Adobe icon  click on that then you can either save electronically or print for your own records (which we highly encourage).



9.) When you go back to your Dashboard you will notice the contract letter is gone from your Assign To Me section. If you click on the Show Completed in the top right corner of that section it will show all of your contract letters that you have reviewed and signed for you to refer to:



ID	Employee	Originator	Template	Updated
 60627	Test Oswego	Leah Holmes	Adjunct Contract Letters 3-16-NV	03/18/2021

If you have any questions or issues, please reach out to the Office of Human Resources at hr@oswego.edu.