

## **Electronic Contract Letter Instructions**

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

	Onboarding / Contract Information Request - Test Oswego [Adjunct Contract Letters 3-16-NV] Inbox ×	Ð	Ø					
	Interview Exchange info@interviewexchange.com <u>via</u> mandrillapp.com 1:36 PM (3 minutes ago) 💃 to me 👻	4	:					
	Hirezon Exchange							
	03/18/2021 SUNY Oswego - Main Campus Dear Test,							
	You are requested to provide information to complete your onboarding / contract process. Please login to your <u>account</u> to start the onboarding / contract process.							
	For any onboarding / contract related assistance, please contact your HR Administrator or for any technical assistance please contact us via the online <u>Help Desk</u> .							
	Interview Exchange Support							

**2.)** Click on <u>account</u> 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:

Onboarding / Contracts

**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:

	<mark>sign</mark> iest R	ed evie	to M	е				
mpleted	- /	listi	gned	To Me				Show Co
dated			ID	Employee	Originator	Ten	nplate	Up
18/2021		•	60627	Test Oswego	Leah Holmes	Adju	nct Contract I	.etters 3-16-NV 03/
			4	1 to 1	l of 1 Records		Page 1	•

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



**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.

Adjunct Contract Letter	
* Adjunct Contract Letter	
Adjunct Instructor Contract Letter	
e & Submit	
with a data stamp:	Adjunct Contract Letter Completed: 03-18-2021 02:00 PM EDT
	Adjunct Contract Letter  Adjunct Contract Letter  Adjunct Instructor Contract Letter  e & Submit  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:

O Assigned to Me							
Assigned To Me Show Completed							
ID	Employee	Originator	Template	Updated			
<u>⊸</u> 60623	7 Test Oswego	Leah Holmes	Adjunct Contract Lett	ers 3-16-NV 03/18/2021			
	1 to 1 o	of 1 Records	D DI Page 1 -				

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