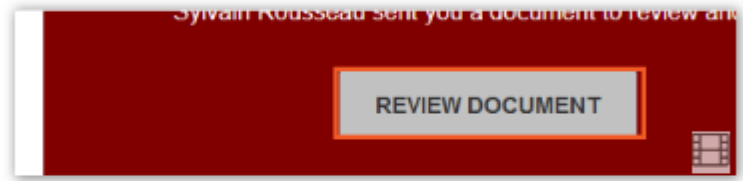


Signer une offre d'emploi

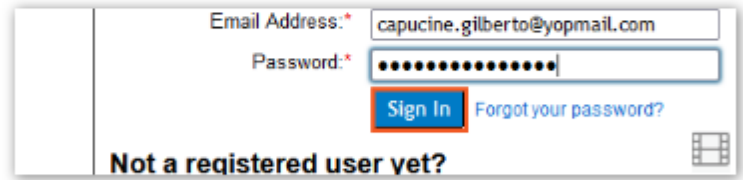
1 If you are being offered a position governed by HR Policies, you will need to read and sign a contract of employment which describes the terms and conditions of your appointment. This is done through the Docusign application.

2 Cliquez sur **REVIEW DOCUMENT**.



3 Login by entering your email address and your password.

Cliquez sur **Sign In**.



4 You have the option to

- Accept and Sign
- Comment and Decline Offer, or
- Email Employment Advisor.

It is highly recommended that you email the employment advisor prior to declining an offer.

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If you have offers that have been modified, you can view the different versions under Offer History at the bottom of the page.

5 Cliquez sur **Accept & eSign**.



6 Cliquez sur **I agree to use electronic records and signatures**.

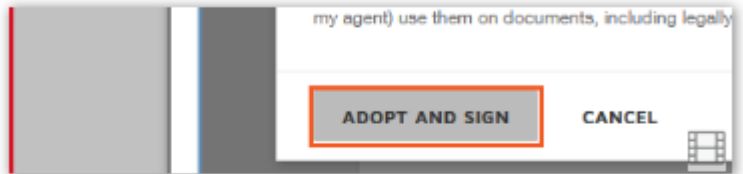


7 Cliquez sur **Required - Sign Here**.

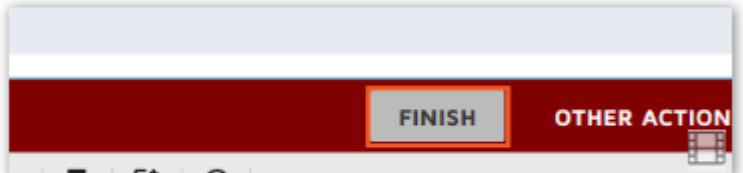


8 You have three options for your signature. You can use the system generated signature, draw or upload. Choose the option that you prefer.

Cliquez sur **ADOPT AND SIGN**.



9 Cliquez sur **FINISH**.



10 The offer is accepted.

