

## Feature Overview – Position Manager

# eSignatures

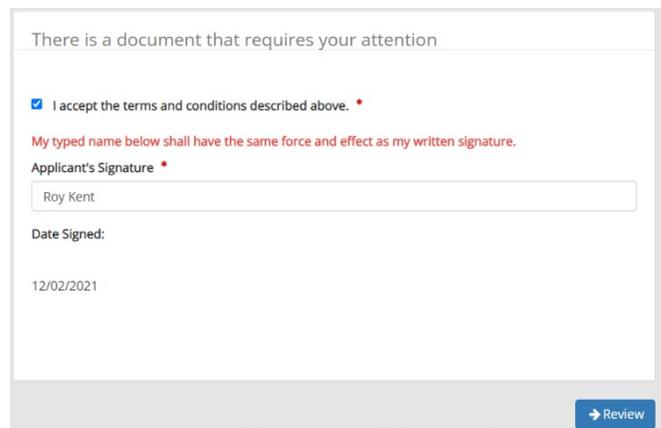
The use of electronic signatures is becoming more common in human resources as employers find themselves in situations where hard-copy signatures reduce employee productivity, delay business outcomes and create legal and compliance risks. The ability to request and collect electronic signatures for documents directly from Position Manager provides process efficiency and security when communicating with applicants.

### What is it exactly?

The Federal E-SIGN Act defines an "electronic signature" as an electronic symbol or process associated with a record and executed/adopted by a person with the intent to sign the record. Electronic signatures are used to electronically sign offer letters, sales contracts, liability waivers, financial documents, etc.

Originally developed for Position Manager as a way for selected applicants to electronically sign offer letters, eSignatures can now be used for any type of document or notification that requires official review and signoff

from the applicant. The ability to collect applicant signatures electronically provides efficiency improvements across the vetting and onboarding process.



There is a document that requires your attention

I accept the terms and conditions described above. \*

My typed name below shall have the same force and effect as my written signature.

Applicant's Signature \*

Roy Kent

Date Signed:

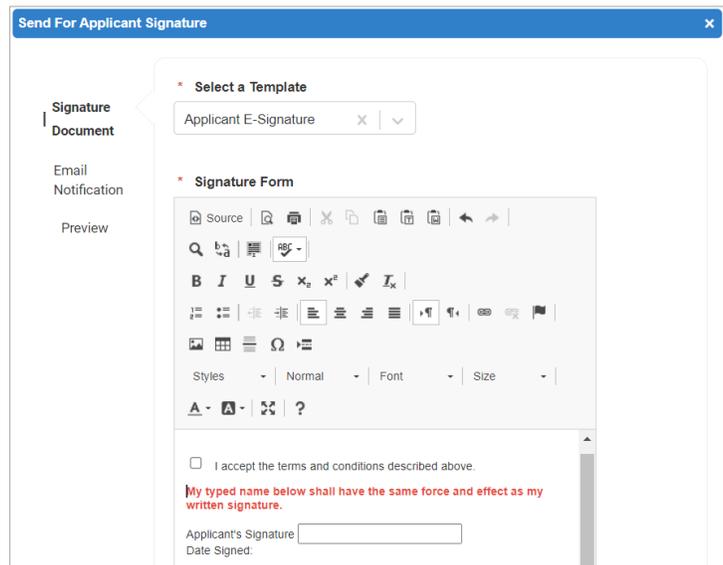
12/02/2021

[Review](#)

### How do I use it?

Electronic signatures are collected by sending an email to applicants using the **Applicant Signature** communication template. This template contains merge fields for **Acknowledgement Checkbox**, **Signature**, and **Signature Date Stamp** – the necessary elements for electronic signatures. These merge fields can only be added to templates with a type of **Applicant Signature** (or **Applicant Correspondence** type templates enabled for use in the eSignature workflow).

These notifications are sent to applicants using the *Send for Applicant Signature* option in the **Take Action** menu (found on both the main *Applicants* and *Applicant Details* pages).



Send For Applicant Signature

Signature Document: Applicant E-Signature

Email Notification

Preview

Select a Template: Applicant E-Signature

Signature Form

I accept the terms and conditions described above.

My typed name below shall have the same force and effect as my written signature.

Applicant's Signature

Date Signed:

This launches a three-step wizard that asks you to select the desired **Signature Document** (Applicant Signature communication template) for collecting a signature and an accompanying **Email Notification**.

In addition to the *Send for Applicant Signature* option in the **Take Action** menu, electronic signatures can also be initiated from the **Send New Hire Letter** step of the New Hire wizard. A new **Require Applicant Signature** option is available that, when selected, provides an area to select an Applicant Signature communication template to be included with the email notification to the applicant.

The screenshot shows the 'New Hire Wizard' interface. The left sidebar has four steps: 'New Hire Information', 'Onboarding', 'Select New Hire Letter', and 'Attach Documents'. The 'Select New Hire Letter' step is active. The main content area shows 'Applicant Name: Dr House' and 'Status: File-Hired'. There is a checkbox for 'Send New Hire Letter' which is checked. Below that is a checkbox for 'Require Applicant Signature' which is also checked. The 'Send To:' field contains 'rkent@richmondfootballclub.com'. The 'Select a Template:' dropdown menu is set to 'Signature Required Notification default'. There is an empty 'CC:' field.

Once sent, applicants receive the email notification stating that there is a document available for them to review and sign. The link in the email opens the Applicant Signature document based on the selected communication template, where they are required to check the acknowledgement statement, type in their name, and submit the document with their electronic signature. Applicants then receive a follow-up email containing a PDF version of the signed document.

The screenshot shows an email notification and a signature confirmation dialog box. The email has a purple header that says 'A document requires your attention!'. The body of the email says 'Hello [redacted]', 'There is a document that requires your attention. Please click the "Review Document" button below to acknowledge and sign the document.', and 'If you have any questions, please contact Human Resources.' The email is signed by Michael Johnston, with the email address 'michael.johnston@[redacted]'. There is a pink button labeled 'Review Document'. The signature confirmation dialog box has a title 'There is a document that requires your attention'. It contains a checkbox for 'I accept the terms and conditions described above.' which is checked. Below that is a red line of text: 'My typed name below shall have the same force and effect as my written signature.' The 'Signed Name:' field contains 'Roy Kent' and the 'Date Signed:' field contains '12/02/2021'. At the bottom of the dialog box are 'Go Back' and 'Submit' buttons.

Signed and submitted signature documents can be viewed from the *Applicant Details* page. The email notification is listed in the **Messages and Tasks** area, while signed documents are found in the **Additional Information** area on the **Applicant Signature** tab.

**Messages and Tasks**

Internal Messages | Applicant Messages

Date	From	To	Subject
11/30/2021 12:42:22 PM	Michael Johnston	[redacted]	Documents requiring your signature are available f...
11/17/2021 02:08:56 PM	Michael Johnston	[redacted]	Documents requiring your signature are available f...

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**Additional Information**

Documents | History | Screening | Application | New Hire | Applicant Signature

Date Created	Date Sent	Document Name	Status	Status Date
11/30/2021	11/30/2021	Applicant E-Signature	Complete	11/30/2021
11/17/2021	11/17/2021	Appointment Information Post Hire	Sent	11/17/2021

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## The Fine Print

Nothing to worry about, just a few more details about this update to keep in mind.

- The new **Send for Applicant Signature** permission (found under **Admin > User Roles > Position Manager > Applicant Management**) is required for users to be able to send documents for electronic signature.
- Existing communication templates can be updated to the **Applicant Signature** type so templates don't need to be re-created to collect signatures.