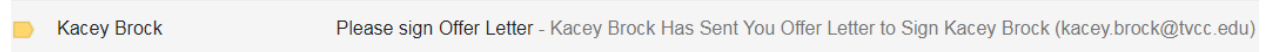




## Signing Your Offer Letter and New Hire Documents

Once you have been selected for a position, you will receive an Offer Letter from Human Resources. The email will look similar to this in your inbox:



When you open the e-mail you will be presented with this page:

**Adobe Sign**

### Kacey Brock Has Sent You Offer Letter to Sign

Kacey Brock ([kacey.brock@tvcc.edu](mailto:kacey.brock@tvcc.edu)) says:  
 "Please review and complete Offer Letter."

[Click here to review and sign Offer Letter.](#)

After you sign **Offer Letter**, all parties will receive a final PDF copy by email.

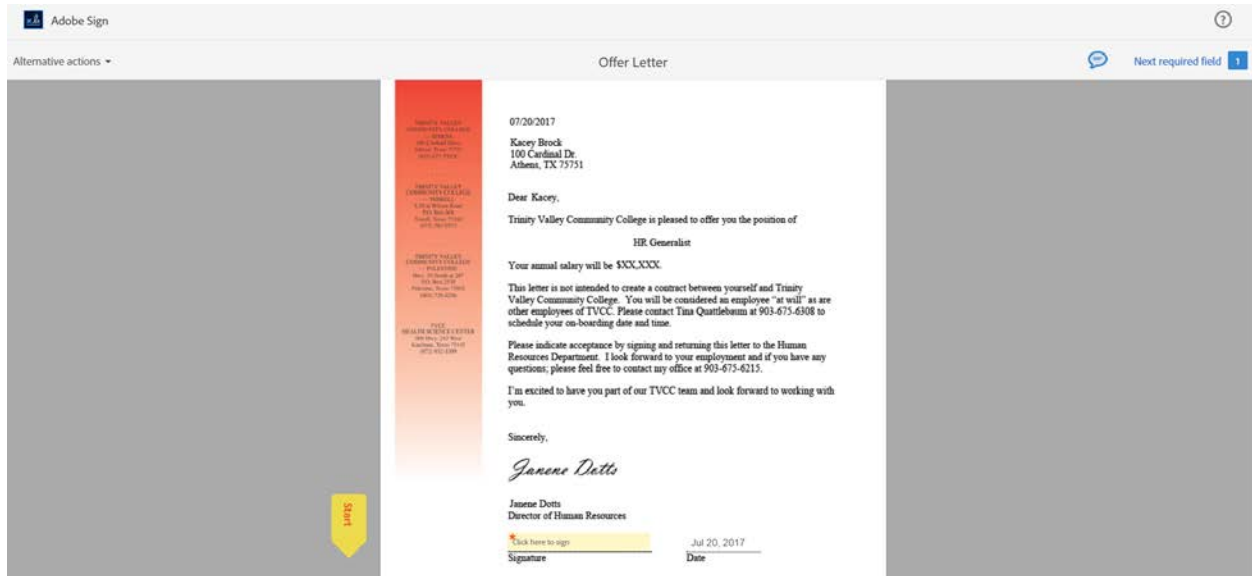
If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, [click here](#) to delegate.

To ensure that you continue receiving our emails, please add [echosign@echosign.com](mailto:echosign@echosign.com) to your address book or safe list.

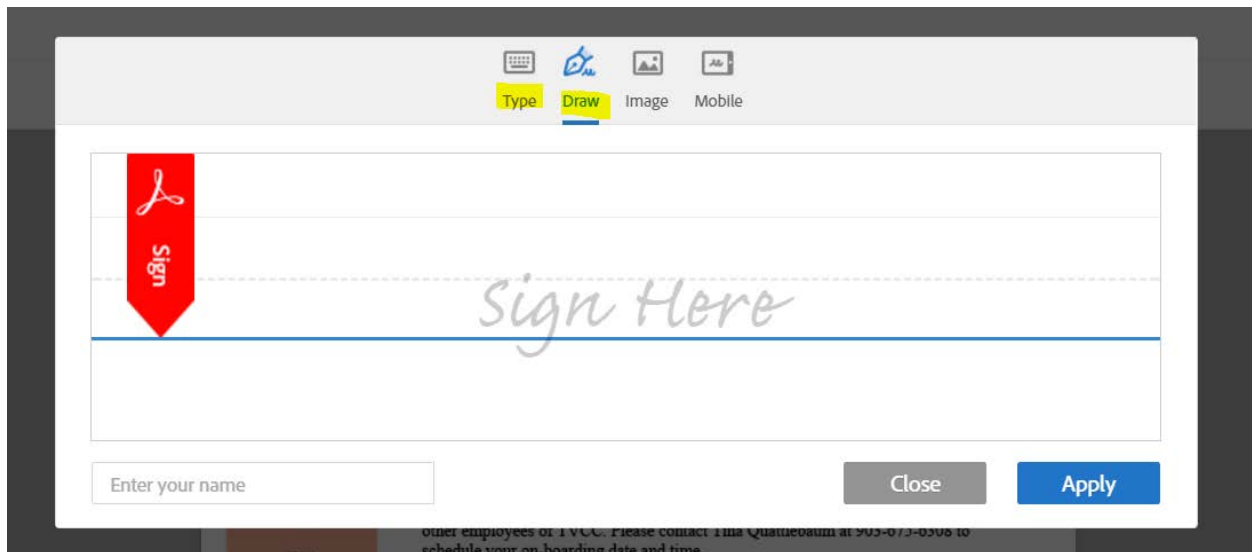
Click "[Click here to review and sign Offer Letter](#)".



The Offer Letter will then open in Adobe Sign. Read the letter and scroll to the bottom to see the signature box.



You will have the option to Type or Draw your signature. Click "Apply" when done.





Next, you will see your signature in the appropriate box. Select “Click to Sign” to complete.

A screenshot of a digital signature interface. On the left, there is a placeholder for a signature, showing a faint orange-to-white gradient. To the right, the text reads "Sincerely," followed by a handwritten signature "Janene Dotts" in black ink. Below the signature, the name "Janene Dotts" and title "Director of Human Resources" are printed. There are two input fields: one for the signature, which contains a sample signature "Kacey Brock" and a small 'x' icon, and another for the date, which contains "Jul 20, 2017". At the bottom left, there is a line of text: "I agree to the Terms of Use and Consumer Disclosure of this document". At the bottom right, there is a blue button with the text "Click to Sign".

You will receive this message when the document is successfully signed.

A screenshot of a confirmation message. On the left, there is a thumbnail image of a document titled "Offer Letter" with a TVCC logo at the top. To the right of the thumbnail, the text reads "You have successfully signed the agreement 'Offer Letter'." Below this, it says "Copies will be e-mailed to all parties." At the bottom, there are two buttons: a blue button labeled "Download a copy" and a link labeled "Sign up for a free trial".

Once you have signed your offer letter, you should receive your hiring documents within 48 business hours. You will receive three more emails, one for each of the following: W-4, I-9, Hire Packet. Steps will be similar for each of these documents. Follow the prompts on your screen to complete.

Completing these packets thoroughly and as soon as possible will help us complete your onboarding timely.