

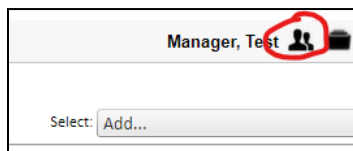
Job Descriptions and Shared Living Contracts: Staff Steps

These instructions apply to any Job Descriptions form (DSP, ISN, etc) and also the Shared Living (Vendor) Contract.

When a manager creates a new job description for you, you will receive a message with a link to the form. Use the link to open and review the form. If you have any questions or think something might be wrong, click “Compose Message” at the top of the form to send a response.

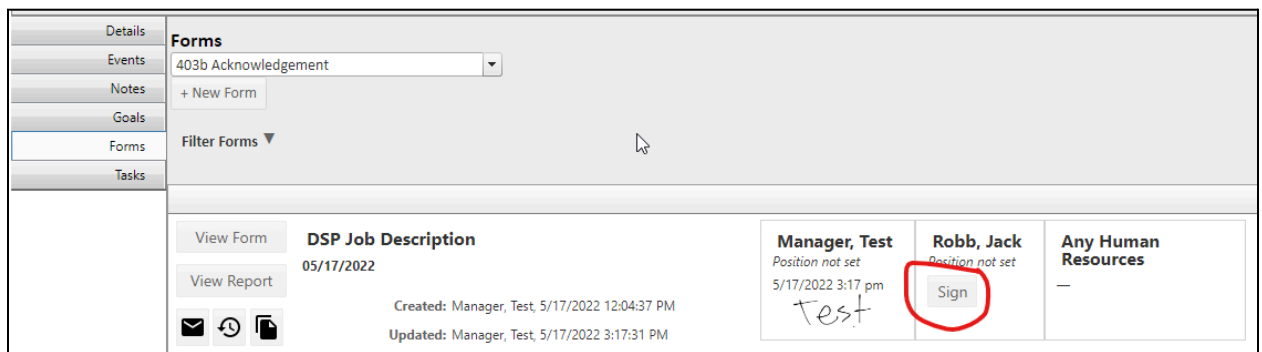
When you want to sign the job description:

- Go to your profile under Staff Management.



A screenshot of a user profile dropdown menu. The top bar shows "Manager, Test" with a red circle around the user icon. Below it is a "Select: Add..." dropdown menu.

- Open to the Forms section. The new form should be at or near the top of the list. Click the “Sign” button. (This is also the same process for the Shared Living Contracts)



A screenshot of the "Forms" section in a software interface. On the left is a sidebar with tabs: Details, Events, Notes, Goals, Forms (selected), and Tasks. The main area shows a "Forms" section with a dropdown menu set to "403b Acknowledgement" and a "+ New Form" button. Below this is a "Filter Forms" dropdown. At the bottom, there is a table of forms. The first row is for "DSP Job Description" dated "05/17/2022". It shows "Created: Manager, Test, 5/17/2022 12:04:37 PM" and "Updated: Manager, Test, 5/17/2022 3:17:31 PM". To the right of the form details are three columns for signatures: "Manager, Test" (with a handwritten signature "Test"), "Robb, Jack" (with a red circle around the "Sign" button), and "Any Human Resources".

- A new window opens for you to sign with your mouse or finger.
- Once you enter your signature, click the SIGN button on the bottom left. Job description will be sent to HR for review and filing.