

DocuSign New Hire Documents

Overview

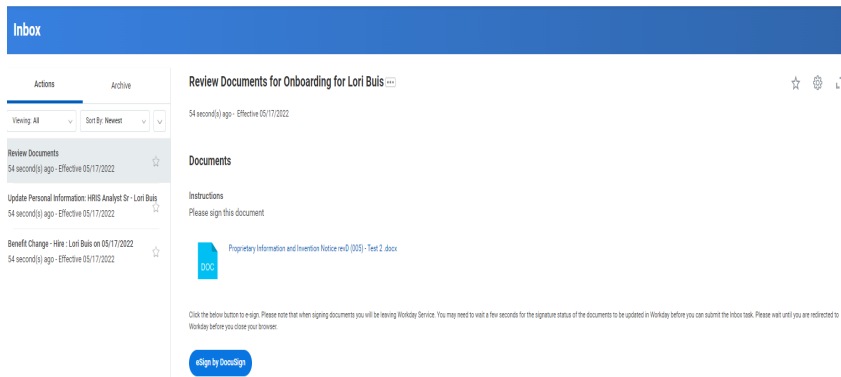
Step by step instructions on DocuSign for Workday.

Who Does This: New Hires/HRBP

Things to Know:

- DocuSign is only applicable for U.S. locations.
- Employee will receive as part of Hire to review document and sign.
- HRBP will receive as part of Hire to review the employee signature and sign.

Employees Steps:



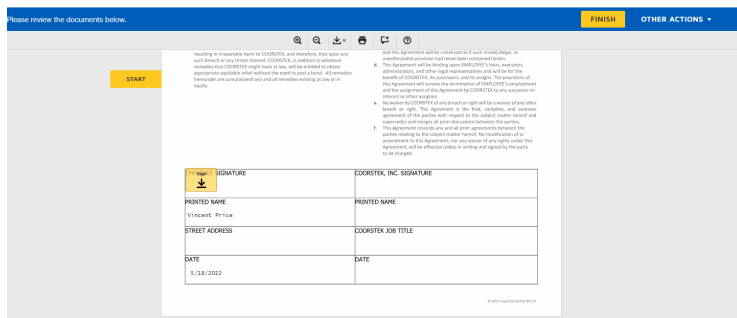
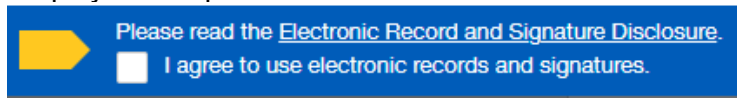
Step 1

Click on Review Documents Workday Inbox.

Click the eSign by DocuSign button.

eSign by DocuSign

Employees Steps:



Step 2

Click "I agree to use electronic records and signature"

Step 3

Click the continue button

CONTINUE

Step 4

Click "Sign button"



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 5
Click Adopt and Sign button



document. **FINISH** OTHER ACTIONS ▾

resulting in irreparable harm to COORSTEK, and demands that upon any such breach or any threat thereof, COORSTEK, in addition to whatever remedies that COORSTEK might have at law, will be entitled to elect appropriate equitable relief without the need to post a bond. All remedies hereunder are cumulative and all remedies existing at law or in equity.

and this Agreement will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

4. This Agreement will be binding upon EMPLOYEE's heirs, executors, administrators, and other legal representatives and will be for the benefit of COORSTEK, its successors, and its assigns. The provisions of this Agreement will survive the termination of EMPLOYEE's employment and the assignment of this Agreement by COORSTEK to any successor interest or other assignee.

5. No severer by COORSTEK of any breach or right will be a waiver of any other breach or right. This Agreement is the final, complete, and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between the parties.

6. This Agreement includes any and all prior agreements between the parties relating to the subject matter hereof. No modification or amendment to this Agreement, and any waiver of any right under this Agreement, will be effective unless in writing and signed by the party to be bound.

Required - Signature Applied

SIGNATURE Vincent Price	COORSTEK, INC. SIGNATURE
PRINTED NAME Vincent Price	PRINTED NAME
STREET ADDRESS	COORSTEK JOB TITLE
DATE 5/18/2022	DATE

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Review Documents Review Documents for Onboarding for Lori Bula

Documents

On this page, you can only download the original, unsigned version of the document.

Document DocuSign V6

Instructions Please sign this document

Comment

Submit Save for Later Cancel

Step 6
Click Finish button.



Step 7
Click the Submit button



HRBP Steps:

Review Documents for Onboarding for Vincent Price

Documents

Instructions
Please sign this document

Proprietary Information and Invention Release (005) - Text 2.docx

Click the links below to sign. Please note that when opening documents you will be leaving DocuSign. You may need to ask the account for the signature status of the documents to be added to DocuSign before you can submit the above task. Please read and you are authorized to DocuSign before you clear your browser.

Sign to Accept

Please Review & Act on These Documents

Dave Jopkins
Dave Jopkins

DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS

1. Release
2. Proprietary Information and Invention Release (005) - Text 2.docx

3. Offer letter
4. Offer letter - Proprietary Information and Invention Release (005) - Text 2.docx

Step 1

Click the Inbox task to Review Document for new Hire, then click the esign button to verify signature of New Hire

eSign by DocuSign

Step 2

Click Continue button

CONTINUE

parties relating to the subject matter hereof. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by the party to be changed.

EMPLOYEE SIGNATURE <i>Vincent Price</i> 33E0A4CC8D92648C	Required - Sign Here Sign Here ↓	COORDINATOR INC. SIGNATURE
PRINTED NAME Vincent Price	PRINTED NAME Melissa Dancy	
STREET ADDRESS	COORDINATOR JOB TITLE HRBP	
DATE 5/18/2022	DATE 5/18/2022	

EMPLOYEE SIGNATURE
Vincent Price
33E0A4CC8D92648C

COORDINATOR INC. SIGNATURE
Melissa Dancy
1E73D05778D7248E

PRINTED NAME Vincent Price	PRINTED NAME Melissa Dancy
STREET ADDRESS	COORDINATOR JOB TITLE Human Resources Business Partner
DATE 5/18/2022	DATE 5/18/2022

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FINISH

Step 3

Click the Sign button

Sign



Step 4

Enter your Job Title

Note: Once you have completed your first one it will automatically populate the title for you.

Step 5

Click the Finish button

FINISH

Documents

On this page, you can only download the original, unsigned version of the document.

Document DocuSign V5

Instructions Please sign this document

Comment

Submit

Save for Later

Cancel

Step 6

Click the Submit button

Submit

Review Signed Document:

Names Vaccinations Workplace Tests Personal Information IDs Documents

Add

Reviewed Documents

Standard Documents 2 items

Turn on the new tables view

Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date	Signature Statement	Uploaded Document
Terms and Conditions	07/24/2019	 Terms & Conditions CoorTel.pdf	Acknowledgment	Docu Demo	06/09/2022 11:51:51 AM	Yes, I have read and consent to the terms and conditions	
DocuSign V6	05/18/2022	 Proprietary Information and Invention Notice v6 (005) - Test 2 .docx	E-sign by DocuSign	Docu Demo Matt Reich Matt Reich [C] (Contract Ended)	06/09/2022 11:54:02 AM		 DocuSign V6_uploaded

Step 7

View employee Profile – Personal – Documents

Click on the Uploaded PDF Document to view signatures.