<div align="center">**INTERVIEW EXCHANGE**</div>

<div align="center">**Approving Your Contracts for Hiring, Rehiring or Payments**</div>

RETURNING EMPLOYEES - If you have been in "Interviewexchange.com" before a user account has been created so you will sign in by clicking on Customer sign in using your SUNY Cobleskill email and password. If you have forgotten your password or changed your SUNY Cobleskill password since your last sign in you will need to click on "Forgot Password" enter user name and an email will be sent to Cobleskill email account where you will need to click on the link provided to change your password.

NEW EMPLOYEES - If you have never been in before then you need to sign into the web site "Interviewexchange.com" through the internet where you will need to create an account. **Click on Customer Sign in (upper right hand corner)**

Enter your email address and click on forgot password and they will send you an email. Open message and click on the link provided in email. You will reenter email address and your password a few times. There will be questions you need to fill in creating a user account.

You should be into the system now – click on "requisitions" in menu on left hand side

Your name will come up in "Blue" double click on it and requisition will open. Look over the information that has been entered to make sure everything is accurate. If an error is found please contact department secretary so any corrections can be made.

DO NOT make any changes to your form. Comments can be entered for any special requests in comment box.

Scroll down to bottom and click "Approve" and "Submit" (2 buttons need to be clicked on)   If you complete all steps it will automatically come to payroll for processing

If you are unable to complete the process with these instructions please give me a call at 518/255-5412 so we can talk through it on phone or arrange for you to stop in my office Knapp Hall 126 so I can assist with completing the approval process.

Donna Magill