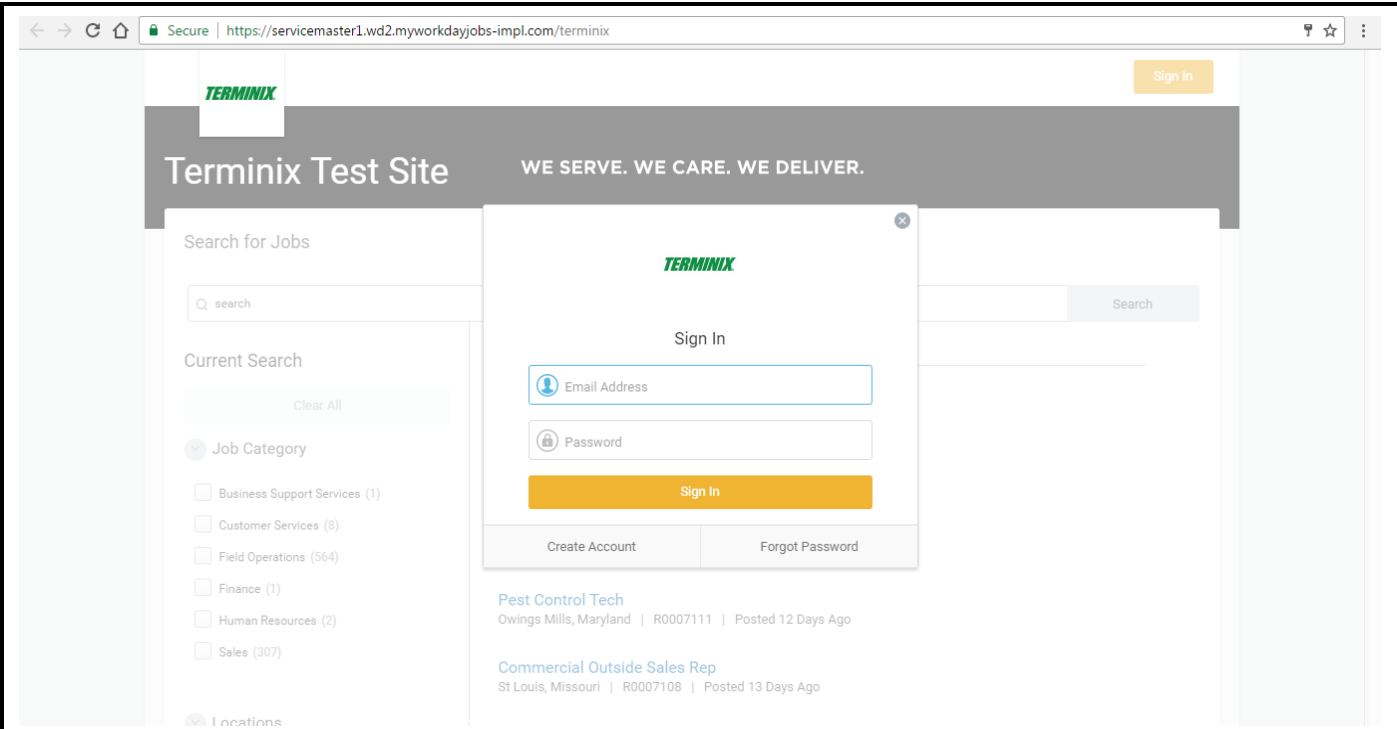
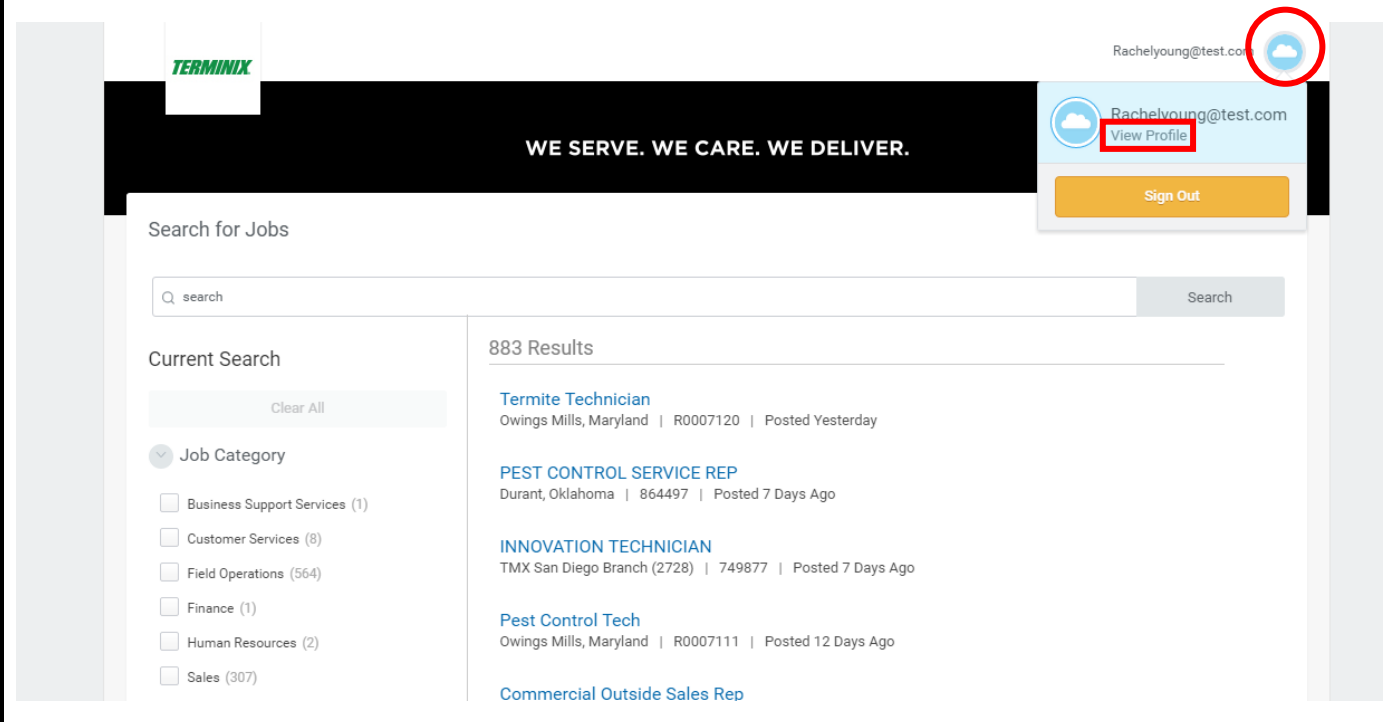



1. Sign into your Workday Candidate Profile. [Click here](#)

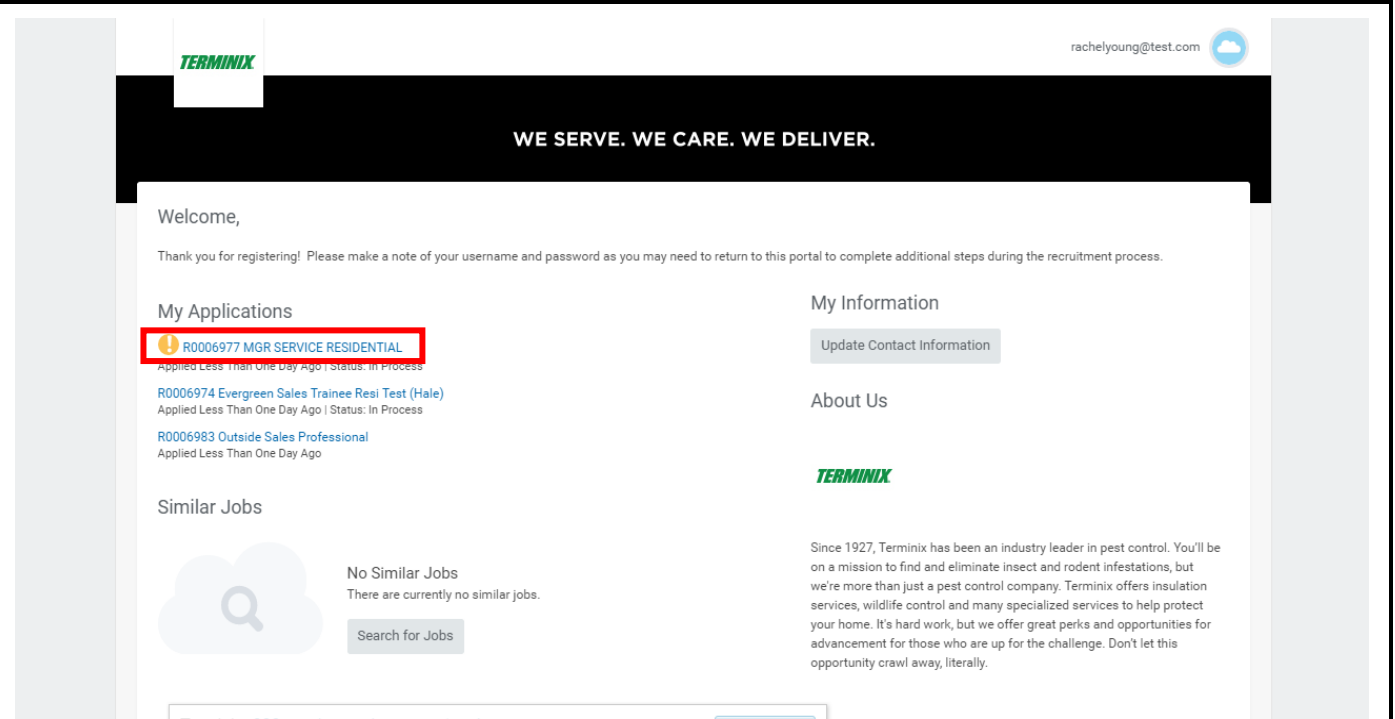


2. Click on the blue cloud in the upper right-hand corner. Select "View Profile."



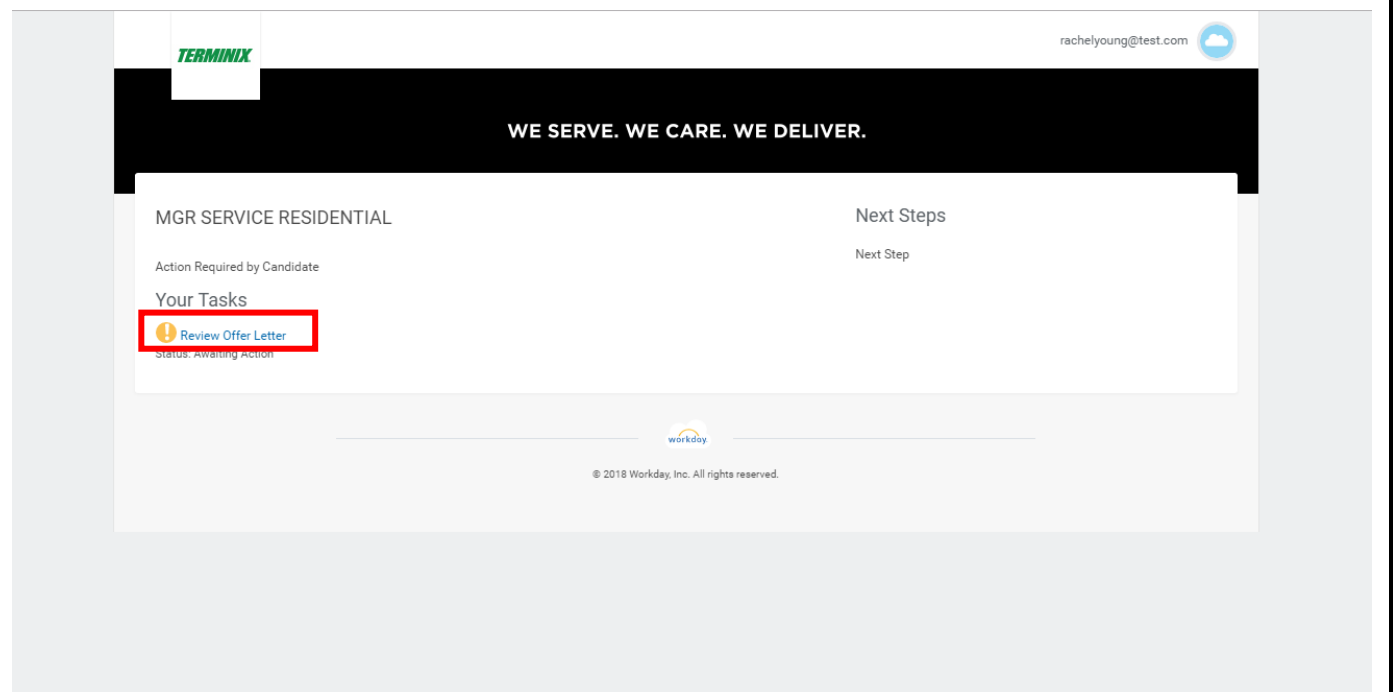
3. Click on the action under “My Applications”

- The  icon indicates that an action item requires your attention.



The screenshot shows the 'My Applications' section of a recruitment portal. At the top, there is a Terminix logo and a navigation bar with the slogan 'WE SERVE. WE CARE. WE DELIVER.' and the user's email 'rachelyoung@test.com'. Below the navigation bar, a welcome message and a note about registration are displayed. The 'My Applications' section lists three job applications: 'R0006977 MGR SERVICE RESIDENTIAL' (highlighted with a red box and an info icon), 'R0006974 Evergreen Sales Trainee Resi Test (Hale)', and 'R0006983 Outside Sales Professional'. To the right, there are sections for 'My Information' (with an 'Update Contact Information' button) and 'About Us' (with the Terminix logo and a paragraph of text). At the bottom, there is a 'Similar Jobs' section with a search icon and a 'Search for Jobs' button.

4. Click on “ Review Offer Letter” under “Your Tasks.”



The screenshot shows the 'Your Tasks' section of the recruitment portal. At the top, there is a Terminix logo and a navigation bar with the slogan 'WE SERVE. WE CARE. WE DELIVER.' and the user's email 'rachelyoung@test.com'. Below the navigation bar, the job title 'MGR SERVICE RESIDENTIAL' is displayed. The 'Your Tasks' section lists one task: 'Review Offer Letter' (highlighted with a red box and an info icon), with a status of 'Awaiting Action'. To the right, there is a 'Next Steps' section with a 'Next Step' button. At the bottom, there is a Workday logo and a copyright notice: '© 2018 Workday, Inc. All rights reserved.'

5. Click “eSign by DocuSign.”

WE SERVE. WE CARE. WE DELIVER.

Review Document

PDF SERV Offer Letter Cover - External - Revised 042418 PDF.pdf

PDF External Offer Letter 2018-05-01 13_34 PDT.pdf

PDF Terminix Confidentiality & Non-Compete Agreement.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the inbox task. Please wait until you are redirected to Workday before you close your browser.

eSign by DocuSign

workday

6. Select “I agree” and click “Continue.”

Please Review & Act on These Documents

DocuSign

Administrator
Administrator

Please read the Electronic Record and Signature Disclosure.

I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS

DocuSign Envelope ID: 365B6AA3-F844-443F-B839-8972849BDE76

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Welcome to
ServiceMaster

At ServiceMaster we are focused every hour of every day on our shared commitment:

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7. Click "Start."

Please review the documents below. FINISH OTHER ACTIONS ▾

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START

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At ServiceMaster we are focused every hour of every day on our shared commitment:

We Serve, We Care, We Deliver

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8. Click "Sign."

Select the sign field to create and add your signature. FINISH OTHER ACTIONS ▾

External Offer Letter 2 of 3

DocuSign Envelope ID: 365B6AA3-F844-443F-B839-8972849BDE76

DocuSigned by:
Claretta Gaither
44E9C9C30684AB
Claretta Gaither (81024227)
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I accept the **Required** Sign Here under the terms and conditions set forth above.

SIGN **Sign**

Signature: _____
Date: 5/1/2018

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9. Confirm your name, initials, and signature. Click “Adopt And Sign.”

Select the sign field to create and add your signature

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by:
Rachel Young DS
A7B86FD893B3478...

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

DocuSign

10. After completing all applicable signatures, click “Finish.”

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

External Offer Letter 2 of 3

DocuSign Envelope ID: 365B6AA3-F844-443F-B839-8972849BDE76

DocuSigned by:
Claretta Gaither
44EECAB30984AB
Claretta Gaither (81024227)
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www.docusign.com

I accept the **Required - Signature Applied** terms and conditions set forth above.

Signature:
Date: 5/1/2018

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11. Click "Done" to complete this task.





TERMINIX rachelyoung@test.com

Terminix Test Site

WE SERVE. WE CARE. WE DELIVER.

Review Document

Download and review the attached documents

-  [SERV Offer Letter Cover - External - Revised 042418 PDF.pdf](#)
-  [SERV Offer Letter Cover - External.pdf](#)
-  [External Offer Letter 2018-05-01 13_34 PDT.pdf](#)
-  [Terminix Confidentiality & Non-Compete Agreement.pdf](#)

Done