



### Section 4: Signatures

Review all content carefully before engaging the digital signature. Digitally signing the form finalizes the form and no further edits will be accepted.

#### Digital Signatures:

- Prior to electronically signing the form, each signer should save a copy of the form. **The file name assigned to the form should begin with the staff member's SUID number (for example: "55555555-Doe, J. (1234567890).docx").** Once digitally signed, the form is locked and cannot be edited. (Note: **Section 2e, Staff Member's Summary Comments**, locks for editing after the staff member electronically signs the form). By saving a copy prior to digitally signing this form, you can go back and make changes if necessary.
- Once digitally signed, email the **saved electronic form with digital signature** (not printed or scanned copies) to the next person for signature.

Click in the appropriate signature field (depending on whether you are a supervisor or staff member)

#### 1. Supervisor Signature

Date

*Supervisor will email form to Staff Member for comments and signature.*

**Staff member acknowledgment:** I have reviewed this document with my supervisor. My signature indicates that I have read it and participated in these discussions, but does not necessarily imply my agreement. Any areas of disagreement are noted in **Section 2e, Staff Member's Summary Comments**. I understand that, upon request, I am entitled to receive a copy of the final completed form and attachments, bearing all required signatures.

#### 2. Staff Member Signature

Date

*Staff Member will email digitally signed form to Supervisor.*

*Supervisor will email form to Next Level Reviewer.*

#### 3. Next Level Reviewer Signature

Date

*Next Level Reviewer will email form to [performance@syr.edu](mailto:performance@syr.edu).*

Sign Document

Sign As: zune-tuner://windowsphone/500a1c83%20-%202eda2f89%20-%20c03b4fe6%20-%20554c6d1f (zune-tuner://wind  
Certificate Iss: zune-tuner://windowsphone/500a1c83%20-%202eda2f89%20-%20c03b4fe6%20-%20554c6d1f (zune-tuner://windowspho  
Refresh ID List  
New ID ...

Appearance: Standard Text

zune-tuner:// windowsphone/500a1c83%20-%202eda2f89%20-%20c03b4fe6%20-%20554c6d1f  
Digitally signed by zune-tuner:// windowsphone/500a1c83%20-%202eda2f89%20-%20c03b4fe6%20-%20554c6d1f  
DN: cn=zune-tuner:// windowsphone/500a1c83%20-%202eda2f89%20-%20c03b4fe6%20-%20554c6d1f  
Date: 2015.03.20 17:35:33 -04'00'

Click Review to see if document content may affect signing

Review... Sign Cancel

the final completed form and attachments, bearing all required signatures.

**2. Staff Member Signature**

\_\_\_\_\_  
[Redacted signature field]

**Date**

\_\_\_\_\_  
[Redacted date field]

*Staff Member will email digitally signed form to Supervisor.*

# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM



Add Digital ID

I want to sign this document using:

- My existing digital ID from:
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now

1 Select "A new digital ID I want to create now" and click the Next button

2

Cancel

< Back

Next >

2. Staff Member Signature

Date

Staff Member will email digitally signed form to Supervisor.

# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM



Add Digital ID

Where would you like to store your self-signed digital ID?

**New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

**Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel

< Back

Next >

1  
Leave the default options set and click the Next button

2

2. Staff Member Signature

Date

Staff Member will email digitally signed form to Supervisor.

# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

2. Staff Member Signature

Date

Staff Member will email digitally signed form to Supervisor.

Supervisor will email form to Next Level Reviewer.



PERFORMANCE PARTNERSHIP FORM

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

AppData\Roaming\Adobe\Acrobat\11.0\Security\Testing\OttoGrange.pfx

Browse...

Password:

\*\*\*\*\*

Strong

Confirm Password:

\*\*\*\*\*

Cancel

< Back

Finish

1

2

3

Leave the default file name, enter a complex password (do not use the same password as your NetID) and then click Finish

2. Staff Member Signature

Date

# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM

performance@syr.edu



### Section 4: Signature

Review all content carefully and no further edits will be accepted.

#### Digital Signatures:

- Prior to electronically signing the form, the form should be reviewed for errors. Comments, located at the bottom of the form, should be added before digitally signing.
- Once digitally signed, the next person to sign the form is:

#### 1. Supervisor Signature

Supervisor will email the form to the Staff Member.

Staff member access the form, read it and participate in the process noted in Section 2. Once the final completed form is received, the form will be emailed to the Next Level Reviewer.

#### 2. Staff Member Signature

Staff Member will email digitally signed form to Supervisor.

Supervisor will email form to Next Level Reviewer.

Sign Document

Sign As: Otto Orange (Otto Orange) 2020.04.02

Password: \*\*\*\*\*

Certificate Issuer: Otto Orange

Appearance: Standard Text

Digitally signed by Otto Orange  
DN: cn=Otto Orange, o=Syracuse University, ou=Student Affairs, email=oorange@syr.edu, c=US  
Date: 2015.04.02 12:25:20 -04'00'

Click Review to see if document content may affect signing

Sign Cancel Review...

1 Enter the password you just created in the Password field and then click the Sign button

2

The file name assigned to the form (e.g., "55555-Doe\_Jane"). Once the form is saved, the file name will be "Staff Member's Summary". By saving a copy prior to signing, you can save a copy of the form (printed or scanned copies) to your computer.

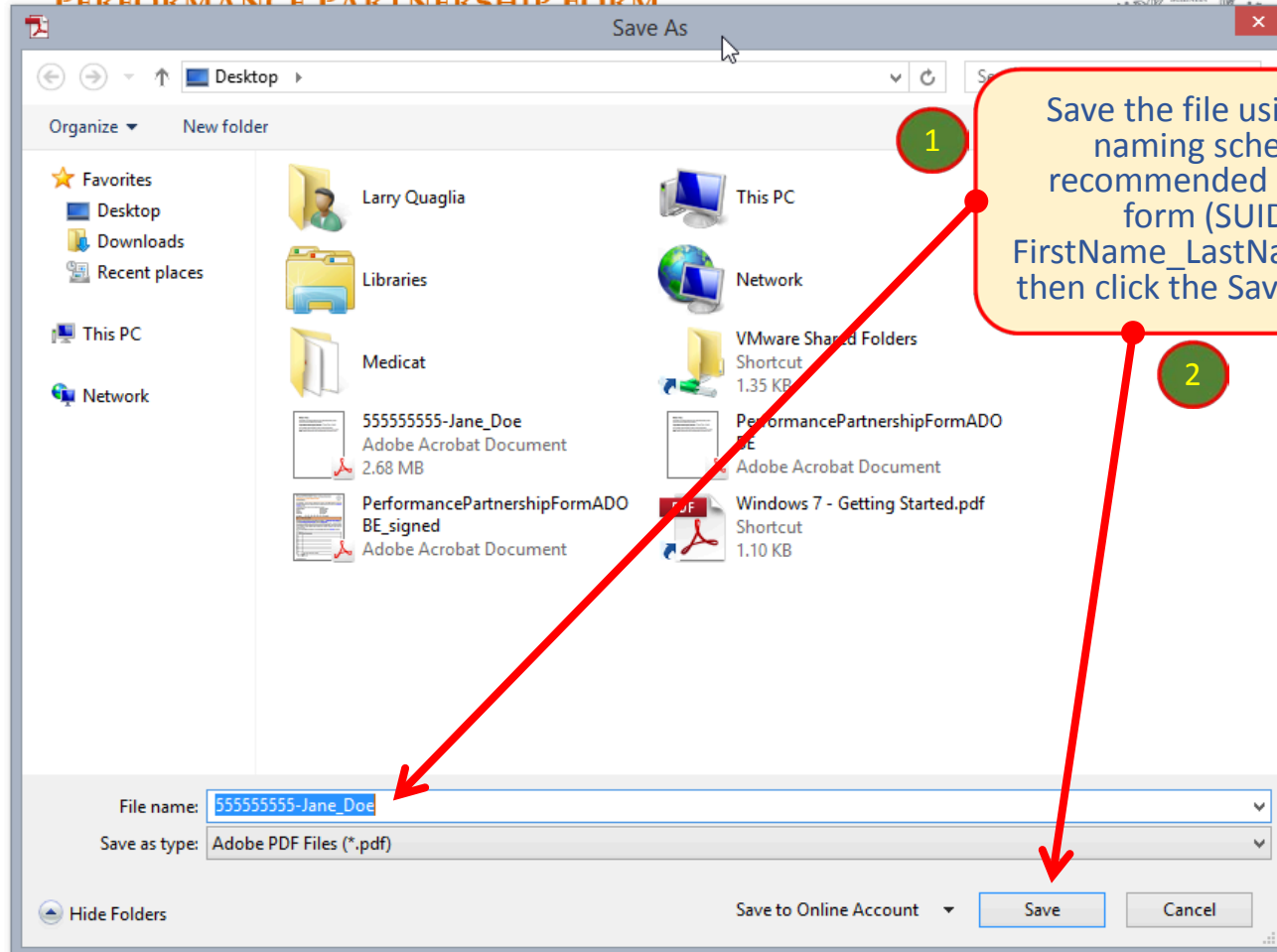
\_\_\_\_\_

Signature indicates that I have read and understand the content of this form. Any areas of disagreement are noted in the comments section. I am entitled to receive a copy of this form.

Date \_\_\_\_\_

# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM



3. Next Level Reviewer Signature

Date

Next Level Reviewer will email form to [performance@syr.edu](mailto:performance@syr.edu).



# SYRACUSE UNIVERSITY OFFICE OF HUMAN RESOURCES

## PERFORMANCE PARTNERSHIP FORM

performance@syr.edu

### Section 4: Signatures

Review all content carefully before engaging the digital signature. Digitally signing the form freezes the document and no further edits will be accepted.

#### Digital Signatures:

- Prior to electronically signing the form, each signer should save a copy of the form. **The file name assigned to the form should begin with the staff member's SUID number (for example: "55555555-Doe\_Jane").** Once digitally signed, the form is locked and cannot be edited. (Note: **Section 2e, Staff Member's Summary Comments**, locks for editing after the staff member electronically signs the form). By saving a copy prior to digitally signing this form, you can go back and make changes if necessary.
- Once digitally signed, email the **saved electronic form with digital signature** (not printed or scanned copies) to the next person for signature.

#### 1. Supervisor Signature

Otto Orange

Digitally signed by Otto Orange  
DN: cn=Otto Orange, o=Syracuse University,  
ou=Student Affairs, email=orange@syr.edu, c=US  
Date: 2015.04.02 12:27:11 -0400

Date

*Supervisor will email form to Staff Member for comments and signature.*

**Staff member acknowledgment:** I have reviewed this document with my supervisor. My signature indicates that I have read it and participated in these discussions, but does not necessarily imply my agreement. Any areas of disagreement are noted in **Section 2e, Staff Member's Summary Comments**. I understand that, upon request, I am entitled to receive a copy of the final completed form and attachments, bearing all required signatures.

#### 2. Staff Member Signature

Date

The digital signature will be inserted into the selected signature field. You can then email the form on as instructed.