



How to e-sign:

1. Login to [Candidate Home](#)
2. Press **Review** on the pending tasks at **My Tasks**. If there are multiple tasks pending, start with the top one.

Welcome, Test Candidate

My Tasks

Please review the checklist below and complete any tasks assigned to you.

To Do (2)		Completed (2)				
Task	Job Title	Job Req	Task Status	Date Assigned	Action	
Review and eSign: US Offer Letter	Test job req	471120	Not Reviewed	December 7, 2022	Review	
Review US Offer Supporting Documents (Read Only)	Test job req	471120	Not Reviewed	December 7, 2022	Review	

About Us

[Embrace the unexpected](#)

Over 130 years ago, Frederik and Gerard Philips started a small light bulb company in Eindhoven. Little did they

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3. Click on the PDF to download the document. This is not required, but possible if you would like to first check the full document.
4. Press on the blue **E-sign by Adobe Sign**

Review Document

PDF USA Offer Letter 2022-12-07.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.

[E-sign by Adobe Sign](#)

5. Allow Cookies and Accept the Terms of Use for e-signature:

Adobe Sign

[DEMO USE ONLY] Review Documents for Offer for Job Application: Women Test - 477877 Inquire Support Logouts e...

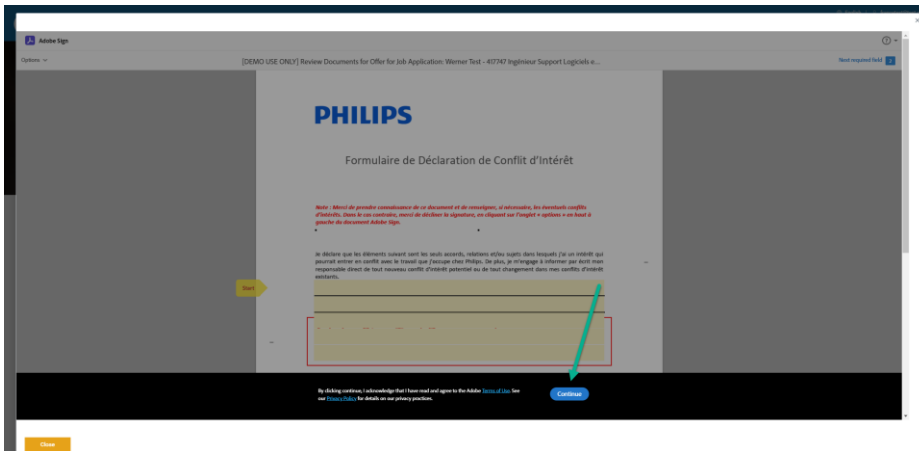
PHILIPS

Formulaire de Déclaration de Conflit d'Intérêt

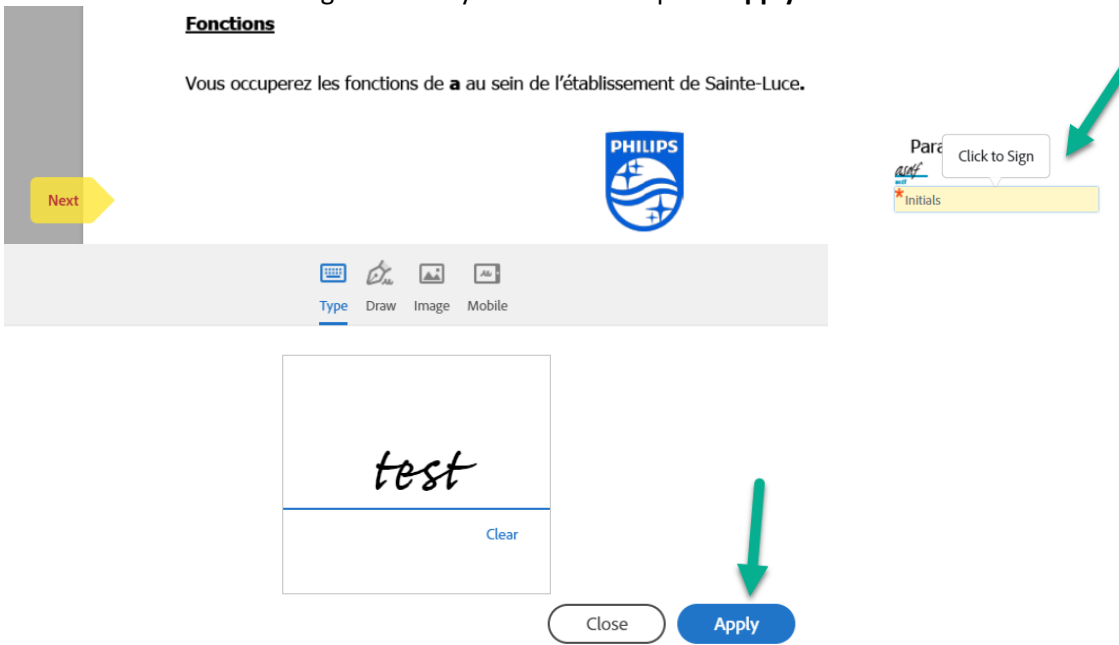
Make It Your Own

Adobe and its vendors use cookies and similar technologies to improve your experience and measure your interactions with our websites, products, and services. We also use them to provide you more relevant information in searches, and in ads on this and other sites. If that's okay, click "Enable all" to keep sharing and view our vendors. Click "Customize" if you can change your options at any time.

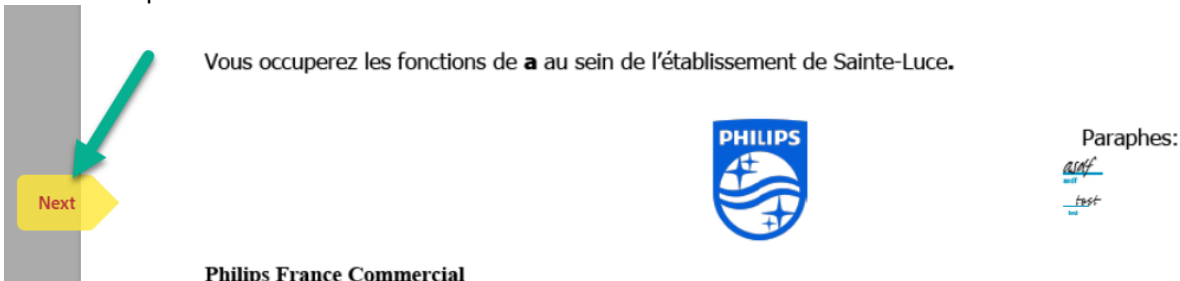
[Customize](#) [Enable all](#)



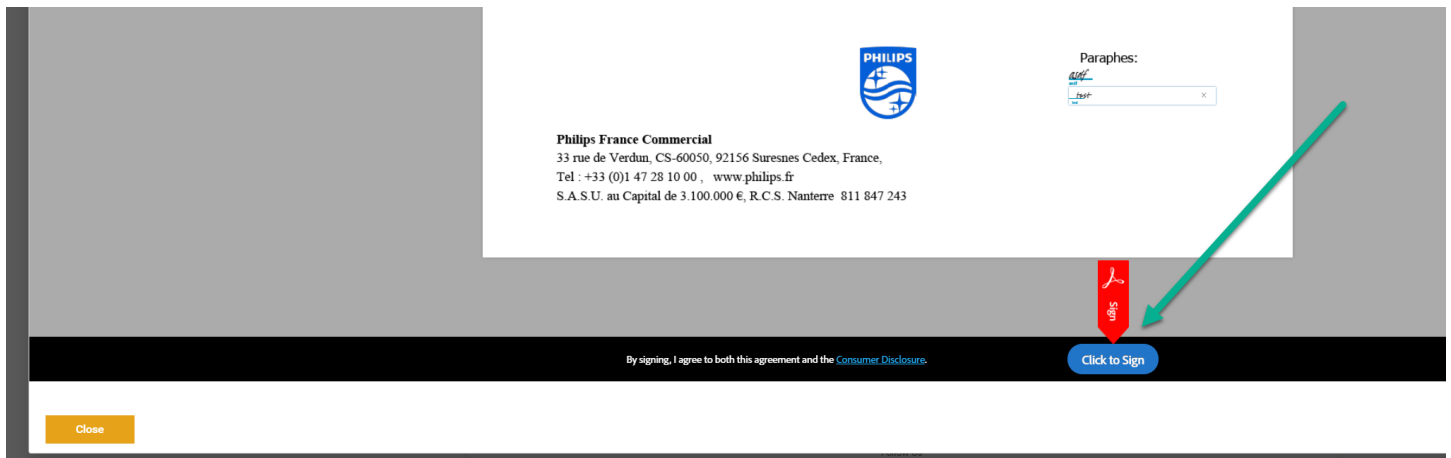
6. Press on Click to Sign and add your initials and press **Apply**:



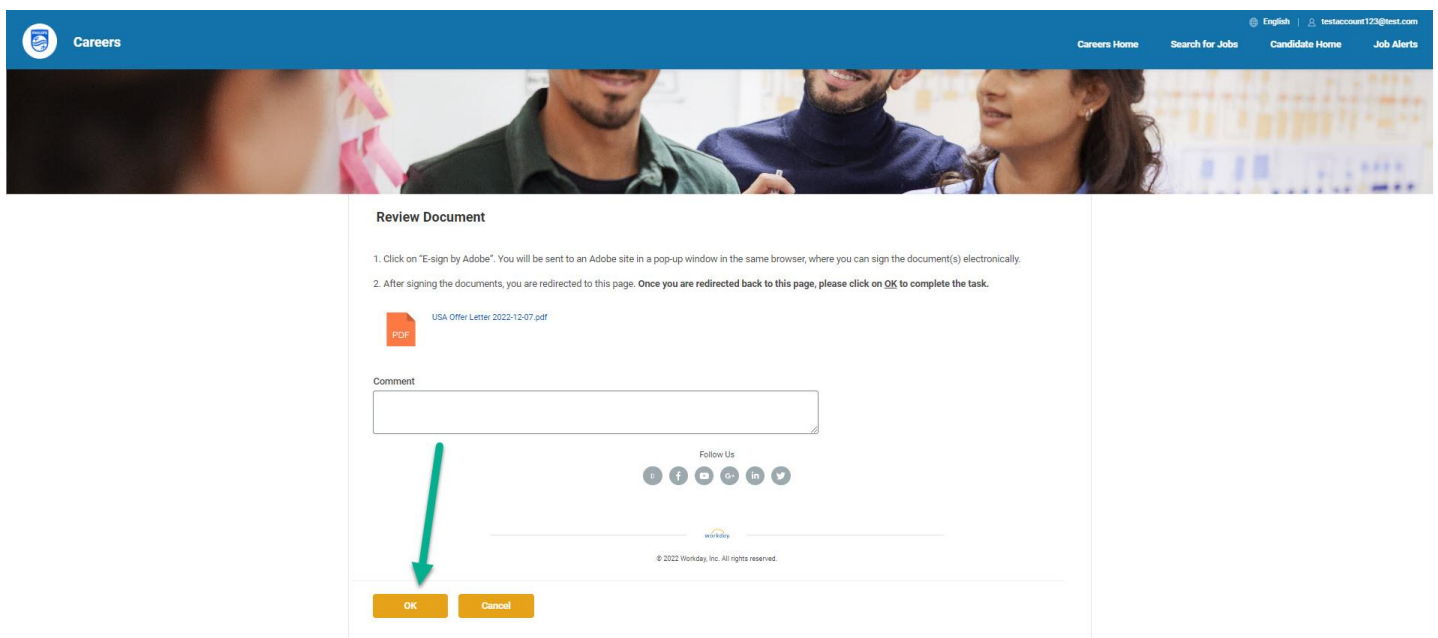
7. The signature appears. Then press **Next** to go to the next signature page. Keep repeating this until all signatures are placed.



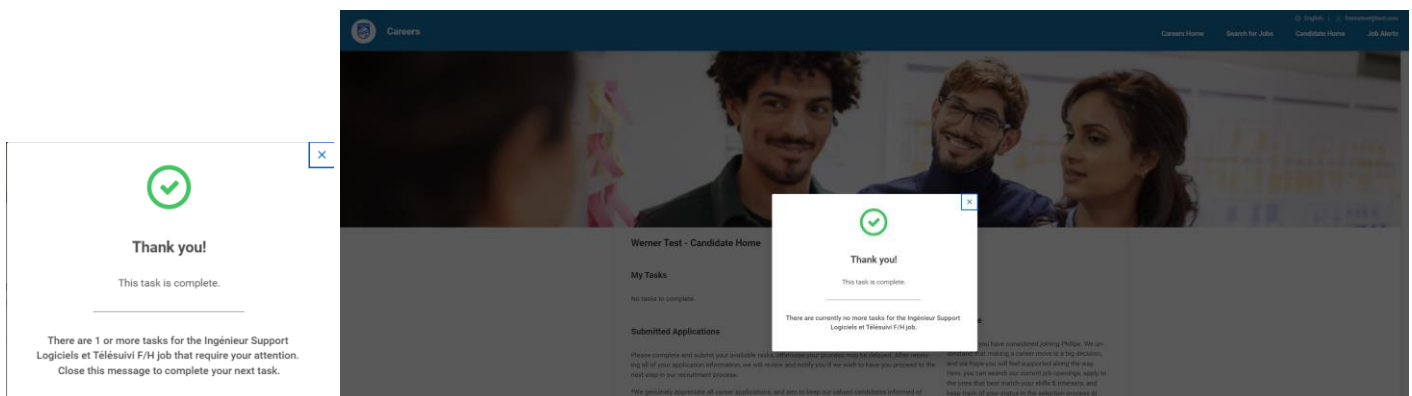
8. Once all signatures are added, a red arrow and blue button will appear. Press **Click to Sign**:



- Once done, you are redirected to the candidate home page where you must press **OK** to complete the e-signature process for the document:



- A pop up confirms the task is completed and indicates if more tasks are available. Simply close the pop-up by pressing **X** and the next document will automatically load. **Repeat step 3 to 9 until all tasks are e-signed and submitted.**



How to find back documents after e-signing and submitting:

1. Login to [Candidate Home](#)
2. At **My Applications** section, click on the **...** icon and then **View Tasks**:

Welcome, Test Candidate

My Tasks

Please review the checklist below and complete any tasks assigned to you.

To Do (0) Completed (2)



You're all caught up on your tasks.

My Applications

We genuinely appreciate all career applications, and aim to keep our valued candidates informed of where they are in the recruitment process. However, due to the large volume of applications we receive, we are unable to personally respond to each one.

Active (1) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	
Test job req	471120	Confirming final Candi...	December 7, 2022	...

View Application

View Tasks

About Us



Embrace the unexpected

Over 130 years ago, Frederik and Gerard Philips started a small light bulb company in Eindhoven. Little did they realize that it would become a global!

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3. Open the task for which you want to view/download the documents:

Careers

English | testaccount123@test.com

Careers Home Search for Jobs Candidate Home Job Alerts



471120 Test job req - View Tasks

Completed Tasks

- Review and eSign: US Offer Letter
Status: Step Completed
- Review US Offer Supporting Documents (Read Only)
Status: Step Completed

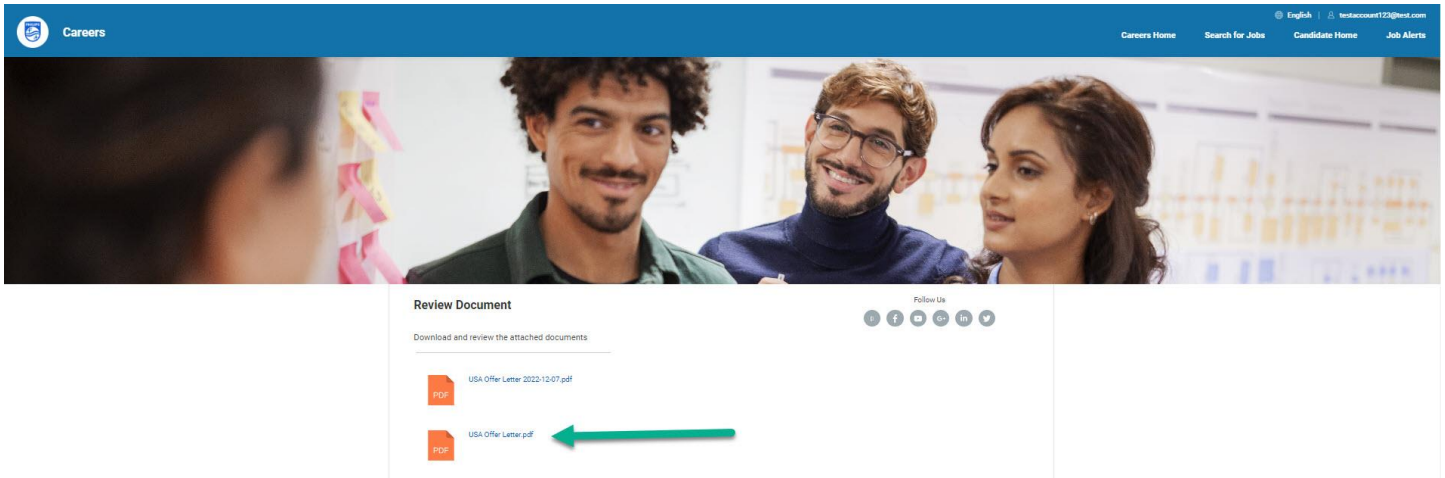
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4. Then click on the PDF to download. The top one is always the template, the bottom one is always the filled-in and/or e-signed document:



The screenshot shows a web interface for reviewing documents. At the top, there is a blue header with the 'Careers' logo and navigation links: 'Careers Home', 'Search for Jobs', 'Candidate Home', and 'Job Alerts'. Below the header is a large image of three people smiling. The main content area is titled 'Review Document' and includes the instruction 'Download and review the attached documents:'. There are two PDF documents listed: 'USA Offer Letter 2022-12-07.pdf' and 'USA Offer Letter.pdf'. A green arrow points to the second document, 'USA Offer Letter.pdf', indicating it is the one to be downloaded. To the right of the document list, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube, with the text 'Follow Us' above them.