



# On-Campus Supervisor Training

# On-Campus Employer Request Login

Click the 'Request Login' link.

**On-Campus Employers**

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

**Student Employment News**

[Forms & Information](#)  
General information about posting jobs, hiring, and access to all University student employment forms.

[On-Campus Supervisor Training](#)  
Click here to access the On-Campus Supervisor Training in PDF format.

[Suggestion Box](#)  
Send us your suggestions, ideas, or concerns!

**Employer Tools**

[JobX Login](#)  
Login to post jobs, hire students, and access student applications.

[TimesheetX Login](#)  
Login to post jobs, hire students, and access student applications.

[Request Login](#)  
Click above if you are an On-Campus Employer who has **never** logged in before.

# On-Campus Employer Request Login

Select 'On-Campus' from the dropdown menu.

Then click 'Go to next step' button to proceed to the form.

The image displays two screenshots of a web application interface. The top screenshot shows a breadcrumb trail: Home > Employees > Employers & Administrators. Below this, the text 'Request Log in permission' is visible. A dropdown menu is open, showing three options: 'Choose one...', 'On Campus', and 'Off Campus'. A red arrow points to the 'On Campus' option. The bottom screenshot shows the same breadcrumb trail and 'Request Log in permission' text. Below this, the text reads: 'Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.' A dropdown menu is present with the text 'Choose one...'. Below the dropdown is a blue button labeled 'Go to next step'. A red arrow points to this button.

# On-Campus Employer Request Login

Complete Request Login Form.

Then click 'Submit' button to submit your request for an approved login.

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Full Email Address * <small>Example: jourse@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>

Choose a Password \*  
Passwords are case-sensitive.


Enter Password:	<input type="password"/>
Re-Enter Password:	<input type="password"/>

Please choose the employer for which you work from the list below.

Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text" value="Nextgenjr"/>

Notes  
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

<input type="checkbox"/> I'm not a robot	 <small>reCAPTCHA Privacy - Terms</small>
--	---

←

# On-Campus Employer JobX Login

After access approval, click the 'JobX Login' link to login to the system.

**On-Campus Employers**

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

**Student Employment News**

Forms & Information

General information about posting jobs, hiring, and access to all University student employment forms.

On-Campus Supervisor Training

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Suggestion Box

Send us your suggestions, ideas, or concerns!

**Employer Tools**

JobX Login

Login to post jobs, hire students, and access student applications.

TimesheetX Login

Login to post jobs, hire students, and access student applications.

Request Login

Click above if you are an On-Campus Employer who has **never** logged in before.

# Create a Job Posting – Add a Job

Click 'Add a Job' button to start the process to create a job.

The screenshot displays the 'nextgen WEB SOLUTIONS' interface. At the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. Below this is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main area is titled 'Job Control Panel'. On the left, there are filters for 'Employer Name', 'Job Status', 'Job Type', and 'My Jobs'. The main content area shows 'Result Filters: Employer: All Available Reset Filters'. Below this is a search bar and a table of job listings. A red arrow points to the 'Add a Job' button. The table lists two jobs: 'Student Office Assistant' and 'Help Desk Assistant'. Each job entry includes details like Job Id, Contact Person, Status, Location, Wage, and Job Type.

Job Title	Applications	Employer
<b>Student Office Assistant</b>	Applications: <a href="#">0 (0 New)</a>	Employer: ALUMNI RELATIONS
<input type="checkbox"/> Job Id: 4495 Contact Person: Test On-Campus Supervisor Wage: \$9.51 - \$11.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/17/20 Job Type: On-Campus Non-FWS Jobs Actions
<b>Help Desk Assistant</b>	Applications: <a href="#">0 (0 New)</a>	Employer: MANAGEMENT INFORMATION SYSTEMS
<input type="checkbox"/> Job Id: 4494 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/18/20 Job Type: On-Campus FWS Jobs Actions

# Create a Job Posting - Department

nextgen  
WEB SOLUTIONS

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:  
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

ACADEMIC AFFAIRS  
ADMISSIONS  
ALUMNI RELATIONS  
ATHLETICS  
ATHLETICS - BASEBALL  
ATHLETICS - BASKETBALL

Go to next step

NG WebSolutions, LLC, Jacksonville, FL Phone: 904.332.9001  
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If you have posting permissions for more than one department, Select the department for which you want to post a job from the **‘Employer/Department Name’** drop down list.

Next click **‘Go to next step’** button to proceed.

**Note:** If you only have permissions to post for one department, please proceed to the next slide.

# Create a Job Posting – Job Type

If you have posting permissions for more than one job type, Select the job type for which you want to post a job from the 'Job Type' drop down list. Then click 'Go to next step' to proceed.

**nextgen**  
WEB SOLUTIONS

🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:  
Employer: MANAGEMENT INFORMATION SYSTEMS [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one...  
Choose one...  
On-Campus FWS Jobs  
On-Campus Non-FWS Jobs

Go to next step

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# Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

The Job Posting Template may vary depending on the job type selected.

Fields denoted with a red \* are required fields.

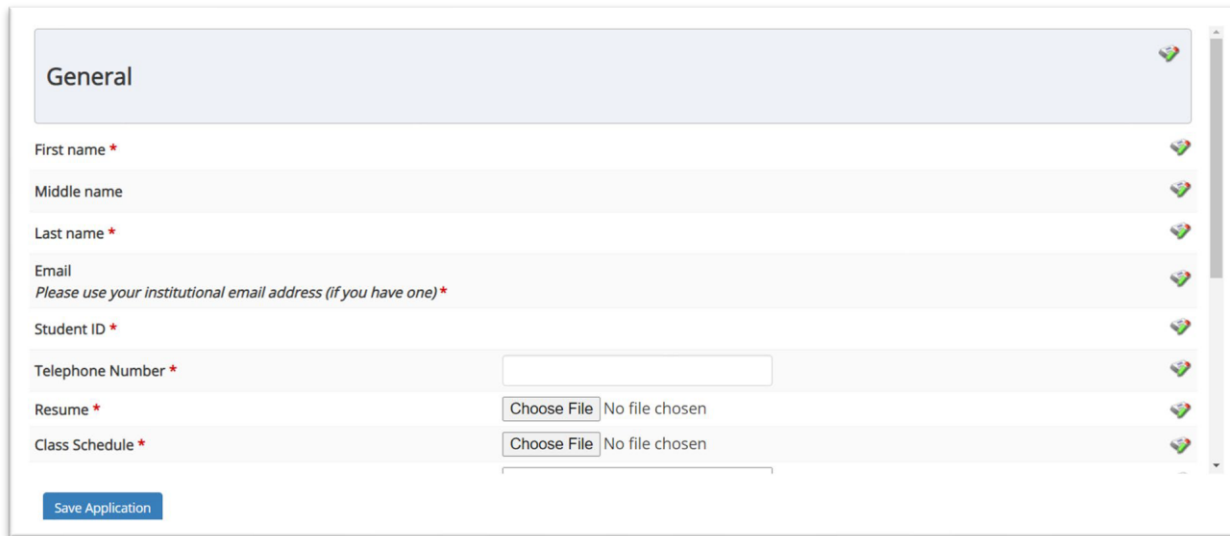
Lastly, click **Submit** to continue the next steps in the process.

**Important Note:** *If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.*

The screenshot shows a web form for creating a job posting. At the top, there are navigation links: >> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live. The form includes the following fields and sections:

- Job Category \***: A dropdown menu with "Choose one..." selected.
- Job Title \***: A text input field.
- Job Description \***: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, unlink, image, video, help).
- Job Requirements \***: Another rich text editor with the same toolbar.
- Number of Available Openings \***: A text input field.
- Hours per Week**: A dropdown menu set to "10.0" with "to" and "Same" options.
- Time Frame for this job**: A dropdown menu with "Choose one..." selected.
- Base pay rate: \***: A dropdown menu with "Choose one..." selected.
- Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.**: A blue highlighted instruction bar.
- Primary Contact Person \***: A dropdown menu with "Choose one..." selected.
- Phone Number \***: A text input field.
- Email \***: A text input field.
- Location \***: A text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for "Yes" (selected) and "No".
- Company/Department Logo**: A file upload field with "Choose File" and "No file chosen" text.
- Submit**: A blue button at the bottom.

# Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields and options:

- First name \*
- Middle name
- Last name \*
- Email  
*Please use your institutional email address (if you have one) \**
- Student ID \*
- Telephone Number \*
- Resume \* (Choose File | No file chosen)
- Class Schedule \* (Choose File | No file chosen)

A "Save Application" button is located at the bottom left of the form.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

# Create a Job Posting – Finalize Job Posting – Step 1

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

Select '**As soon as possible**' from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, select '**Later, I need to review it myself first**'. The job will go to Storage for later review.

Select '**Yes, immediately**', from the list on question #2 if you want the job to be listed immediately upon approval.

# Create a Job Posting – Finalize Job Posting – Step 2

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.
- If you want the job to be posted until you close the job, select ‘Until I close the job.’

Click the “**Click here to Finish!**” button.

- Your job will be submitted to the Student Employment Office for review/approval.

# Create a Job Posting – Pending Approval

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

You may either print your job details or click **'Return to your control panel'** to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the **'Pending Approval'** queue.

The screenshot displays the 'Job Control Panel' interface. At the top, the 'nextgen WEB SOLUTIONS' logo is visible. The user is identified as 'Test On-Campus Supervisor' with a 'Logout' link. A navigation menu includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area is titled 'Job Control Panel' and features a sidebar with filters for 'Employer Name', 'Job Status', and 'Job Type'. The 'Job Status' filter is set to 'Pending Approval (1)', which is highlighted with a red arrow. The main area shows a table of job applications for 'Fitness Center Attendant' at 'STUDENT RECREATION'. The job details include Job Id: 4496, Contact Person: Test On-Campus Supervisor, Wage: \$11.51 - \$12.50 /hr, Status: Pending Approval, Location: 6821 Southpoint Dr. N Jacksonville, FL 32216, and Job Type: On-Campus Non-FWS Jobs. A red arrow points to the 'Status: Pending Approval' field.

# Edit a Job Posting

The image displays two screenshots of the NextGen web application interface. The left screenshot shows the 'Job Control Panel' with filters for Employer Name, Job Status, and Job Type. A red arrow points to the 'Pending Approval (1)' checkbox. The right screenshot shows the 'Manage Job' page for a 'Fitness Center Attendant' job. A red arrow points to the 'Edit, view or remove the online application' button. Another red arrow points to the 'Edit this job' button at the bottom of the page.

You may view the job and/or application details or request the job status be changed by simply clicking on the Job Title link.

To edit the job, click 'Edit this Job' button on the 'Manage Job' page.

To edit the application tied to your job, click 'Edit or View the Online Application'.

# Manage Applications

The screenshot displays the 'nextgen WEB SOLUTIONS' interface. At the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. A navigation bar includes 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. Below this is the 'Job Control Panel' with a sidebar for filters: 'Employer Name' (set to 'Show Jobs From All My Employers'), 'Job Status' (with checkboxes for 'Listed Jobs (4)', 'Pending Approval (0)', 'Review Mode (1)', and 'Storage Mode (1)'), 'Job Type' (set to 'Choose Job Type'), and 'My Jobs' (with 'Show My Jobs Only' checked).

The main content area shows 'Result Filters: Employer: All Available [Reset Filters](#)'. It includes a search bar, a 'Search' button, and a 'Select Action Below' dropdown with an 'Apply Action' button. Below the filters, there are two job listings:

- Student Office Assistant** (Employer: ALUMNI RELATIONS)
  - Applications: [2 \(2 New\)](#) (indicated by a red arrow)
  - Job Id: 4495, Status: Listed, Listed: 11/17/20, Job Type: On-Campus Non-FWS Jobs
  - Contact Person: Test On-Campus Supervisor, Location: 6821 Southpoint Dr. N Jacksonville FL 32216
  - Wage: \$9.51 - \$11.50 /hr
- Help Desk Assistant** (Employer: MANAGEMENT INFORMATION SYSTEMS)
  - Applications: [2 \(2 New\)](#)
  - Job Id: 4494, Status: Listed, Listed: 11/18/20, Job Type: On-Campus FWS Jobs
  - Contact Person: Test On-Campus Supervisor, Location: 6821 Southpoint Dr. N Jacksonville FL 32216
  - Wage: \$8.50 - \$10.50 /hr

- You may hire an online applicant by clicking the 'Applications' link next to the job title or 'Hire Applicant' from the action drop down menu.

# Manage Applications

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

Select/Deselect All    Show  results per page     to 2 of 2 | << < > >> |

-- Select Action Below -- [Apply Action](#)

<input type="checkbox"/>	<a href="#">Name</a>	<a href="#">Email Address</a>	<a href="#">App Date</a>	<a href="#">Status</a>	<a href="#">Flag</a>	<a href="#">Emailed?</a>	<a href="#">Resume</a>	<a href="#">Award</a>	<a href="#">Preview</a>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="#">frankrogers3@ngwebsolutions.com</a>	9/24/2020	New!	<i>P</i>		<a href="#">Resume</a>	940.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="#">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!	<i>P</i>		<a href="#">Resume</a>	2500.00		Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.



# Schedule an Interview

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/> Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

**Important Note:** Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

# Schedule an Interview

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

**Email Applicants - Greeting**

**Default:** Applicants selected if not greeted/interviewed or rejected.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]

To

**Comma-separated list of other recipients' email addresses** (i.e., walk in candidates), if any.  
Example: joe@yahoo.com, Mary@hotmail.com

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title

Body

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

# Notify applicant(s) they were NOT Selected

The screenshot shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with the following columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy\_Rogers1 (Pending, Greeted, Resume, 1000.00) and Larry\_Rogers6 (New!, Resume). A red arrow points to the checkbox next to Roy\_Rogers1. Another red arrow points to the 'Send Reject Email' option in a dropdown menu that is open over the 'Pre' column of the second row. The dropdown menu also includes options like 'Delete', 'Export Summary', 'Print Summary', and 'Send Greeting Email'. An 'Apply Action' button is visible in the top right corner of the table area.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- Click the box next to one or more applicants you would like to send a rejection email. Next, select the **'Send Reject Email'** action. Finally click, 'Apply Action'

# Notify applicant(s) they were NOT Selected

- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

[Click here to return to reviewing applications.](#)

Suggested use: To inform applicants that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

### Email Applicants - Rejection

**Default:** No applicants selected. You must select recipients.

	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]

To

**Comma-separated list of other recipients' email addresses** (i.e., walk in candidates), if any.  
Example: joe@yahoo.com, Mary@hotmail.com

From: teston@ngwebsolutions.com

Subject: Job: Your Institution Job Title - job NOT Available

Body

You recently submitted an on-line application for the "Your Institution Job Title" job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

# Hire an Applicant – Select Applicant

The screenshot displays the NextGen Web Solutions interface. At the top left is the logo for 'nextgen WEB SOLUTIONS'. On the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. Below this is a navigation menu with items: 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main content area is titled 'Job Control Panel'. On the left, there are several filter sections: 'Employer Name' (with a dropdown for 'Show Jobs From All My Employers'), 'Job Status' (with checkboxes for 'Listed Jobs (4)', 'Pending Approval (0)', 'Review Mode (1)', and 'Storage Mode (1)'), 'Job Type' (with a dropdown for 'Choose Job Type'), and 'My Jobs' (with a checkbox for 'Show My Jobs Only'). The main area shows 'Result Filters: Employer: All Available' and a search bar. Below the search bar, there are controls for 'Add a Job', 'Select/Deselect All', 'Show 25 results per page', and a pagination bar showing '1 to 6 of 6'. Two job listings are visible: 'Student Office Assistant' and 'Help Desk Assistant'. The 'Student Office Assistant' listing shows 'Applications: 2 (2 New)' with a red arrow pointing to the '2 (2 New)' link. Below this, there are fields for Job Id (4495), Contact Person (Test On-Campus Supervisor), Wage (\$9.51 - \$11.50 /hr), Status (Listed), Location (6821 Southpoint Dr. N Jacksonville FL 32216), Listed date (11/17/20), and Job Type (On-Campus Non-FWS Jobs). An 'Actions' dropdown menu is visible to the right of the listing, with a red arrow pointing to it. The 'Help Desk Assistant' listing follows a similar format with Job Id 4494, Contact Person Test On-Campus Supervisor, Wage \$8.50 - \$10.50 /hr, Status Listed, Location 6821 Southpoint Dr. N Jacksonville FL 32216, Listed date 11/18/20, and Job Type On-Campus FWS Jobs.

- To hire an applicant click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. This is also used to hire or rehire an applicant that did not submit an application.

# Hire an Applicant – Select Applicant who Applied

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

**Filter by Name:**

You may filter the results by searching by First / Last name below.  
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Send Reject Email

Select/Deselect All Show  results per page  to 3 of 3 | << < > >> |  Show Deleted?

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/>	Frank_Rogers3	frankrogers3@ngwebsolutions.com	7/29/2020	New!		<input type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	Ted_Rogers2	tedrogers2@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	7/28/2020	Hired		<input type="checkbox"/>	<a href="#">Resume</a>	<a href="#">Video</a>	1268.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>

Actions

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

- If you wish to hire the applicant, please select 'Hire Applicant' from the Actions dropdown list next to the applicant's name you wish to hire.

# Hire an Applicant – Applied to Job Posting

**Hire Students**  
For Job: Test – Community Service FWS Jobs – 052020

There is **one** opening for this position. Please select one applicant to fill this job.

<-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:  
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	<a href="#">Cancel Request</a>

**Hire On-line Applicants**

<input checked="" type="checkbox"/> Samuel d Rogers4
--

**Hire Candidates who did not apply On-line**

First Name	Middle Initial	Last Name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click 'Go to Step 2'.

# Hire an Applicant – Verification of Student ID

**Hire Student(s) Step 2: Fill Out Hire Info**  
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="4444444444"/>

- The Employee's ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you may correct their ID by typing over the pre-filled ID.
- **Please note:** *If their ID has been mis-typed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.*
- Next, click '**Check Employee ID**' to launch the hire validation service for this employee.



# Hire an Applicant– Compliance Validation - Warning

- The system will validate the employee's account to ensure they are eligible to be hired.
- If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire Student(s) Step 2: Fill Out Hire Info  
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
[X] Samuel d Rogers4	444444444

[Check Employee ID](#)

**Validation Lookup Results**

Samuel d Rogers4:

[X]	Awarded	Student does not have a valid Work Study Award - <b>Warning</b>
[X]	I9 Status	Student does not have a valid I9 on file.
[X]	W4 Status	Student does not have a valid W4 on file.

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.  
Click the "Cancel" button to cancel this hire.

[Cancel](#)

# Hire an Applicant– Compliance Validation - Pass

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Awarded?	Student has a valid Work Study Award
✓ I9 Status?	Student has a valid I9 on file.
✓ Outstanding Requirements Met?	Outstanding Requirements are met
✓ Satisfactory Academic Progress?	Student has a valid Satisfactory Academic Progress
✓ Student Hired?	Student is not already hired.

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Employee Info			
First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

[Continue to next step](#) [Cancel](#)

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JobX TimesheetX

- If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a “**Continue**” button will be presented to continue the hire process.

# Hire an Applicant – Hire Approval Request

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the **“Create Hire”** button.

The screenshot shows a web application interface for creating a hire. At the top, there is a navigation menu with options: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area is titled 'Step 3: Fill Out Hire Record Info' and contains a form for 'Job Title: Test On-Campus FWS Job - 09/24/20'. The form fields include: First Name (Roy), Middle Name (a), Last Name (Rogers1), E-mail Address (royrogers1@ngwebsolutions.com), Student ID (111111111), and Hours Per Week (10.0). Below these fields is a note: 'Please review the start and end dates and be sure they are the correct dates for the employment period for this employee.' The dates are: Interview Date (9/18/2020), Employment Start Date (09/29/2020), and Employment End Date (12/31/2020). The Department Name is 'Admin College of Health Professions' and the Department Account is 'E073701'. There is a 'Notes' field and a 'Primary Supervisor' dropdown menu. Below the form is a 'Create Hire' button. The lower section of the page is titled 'Employment Eligibility Forms & Details' and contains several tables: 'Criteria' (with rows for I9 Status, W4 Status, Direct Deposit Status, and Net ID), 'Hires' (a table with columns for Job Title, Cost Center, Wage, Start Date, End Date, Supervisor, and Hire Status), 'Awards' (a table with columns for Award Name, Amount, Balance, and Term), and 'Classes' (a table with columns for Course Title, Start Date, End Date, Days, Start, and End).

# Hire Requests – Pending Approval

- To view pending hire requests you may click on the '**JobX**' menu drop down and select '**Hire Requests**'.
- You have the option to '**Preview**' the hire information, '**Cancel**' the hire, or send a follow-up '**Email**' to the student from this dashboard.

Welcome, Test On-Campus Supervisor | [Logout](#)

Home Employees ▾ **JobX** ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Hires Pending

### Hires Requests - Pending Approval(s)

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Preview	Cancel	Email
Status: Pending Final Approval								
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job - 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>

# Hire Approval Email – Pending Acceptance

- When the student has been approved to work you will receive the following email.
- The student will need to accept the offer before they are officially hired.
- You may follow up with these students on acceptance of the position through the '**JobX**' menu item '**Hire Requests**'

Employer: Congratulations! Your student has been approved for work.

Employee: Congratulations! You have been approved for work.

Please be sure to login to your [dashboard](#). You have to accept or decline the hire by clicking 'Accept/Decline'.

#### **Hire Request Details:**

**Student Name:** Sample Student

**Email Address:**

**Position:** Student Employee

**Employer Name:**

**Primary Supervisor:** Sample Supervisor

**Dates:** 08/20/2020 – 05/20/2020

**Wage:** \$8.00