



Washington  
College

# On-Campus Supervisor Training





# =Total Solution

**JobX** assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.



# Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX solution in this training, assist institutions to automate the job posting, application review, and reporting process for employees, employers, and site administrators. The JobX solution also assists in compliance validations based on various regulations and institutional policies.

# JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant.



Customize job specific questions on the application to find the “most qualified” candidates in your job(s).



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).



Systematic applicant compliance checks ensures all employment eligibility requirements are met.



Broadcast e-mail tools for improved communications with your employees.

# School Specific Customization

School Specific  
Customization



Your JobX site has YOUR  
school look and feel



Your JobX site has YOUR  
school On-Campus  
Employers



Your JobX site has been  
configured to support  
YOUR school business  
processes

# Training Agenda

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Access JobX

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Job Posting

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Review and Hire Applicants

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Approved for Hire

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Questions






# Access JobX

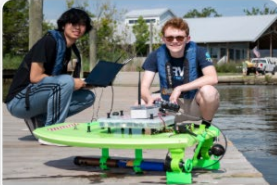
# Access JobX

Navigate to your school's customized JobX Site

Then click on the 'On-Campus Supervisors' link.




Welcome to the Student Employment Portal




**Student Workers**

- Search and apply for on-campus jobs and internships
- Sign up for JobMail notifications about positions that interest you



**On-Campus Supervisors**

- Create and post jobs
- Review applications
- Hire students
- Policies, forms, and training



**Off-Campus Employers**

- Create and post jobs
- Review applications

Disclaimer:

Washington College is dedicated to establishing and maintaining a safe and nondiscriminatory learning, living, and working environment in which all individuals are treated with respect and dignity. Washington College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. Washington College does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other category protected by applicable law in the administration of its educational policies, admission policies, scholarship and loan programs, employment, or other school administered programs.

## JobX Portal:


<https://washcoll.studentemployment.ngwebsolutions.com/>



# On-Campus Supervisor Request Login

**On-Campus Supervisors**

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.

**Important Dates & Events**  
Click here for important dates and events.

**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.

**Request Access to Site**  
Click above if you are an On-Campus Employer who has **never** been granted access to the site.

Click the '**Request Access to Site**' link.

# On-Campus Supervisor 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: jburke@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 *	Enter Password: <input type="password"/>
<small>Passwords are case-sensitive.</small>	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

☐ I'm not a robot


 reCAPTCHA  
[Privacy](#) - [Terms](#)

# On-Campus Supervisor JobX Login

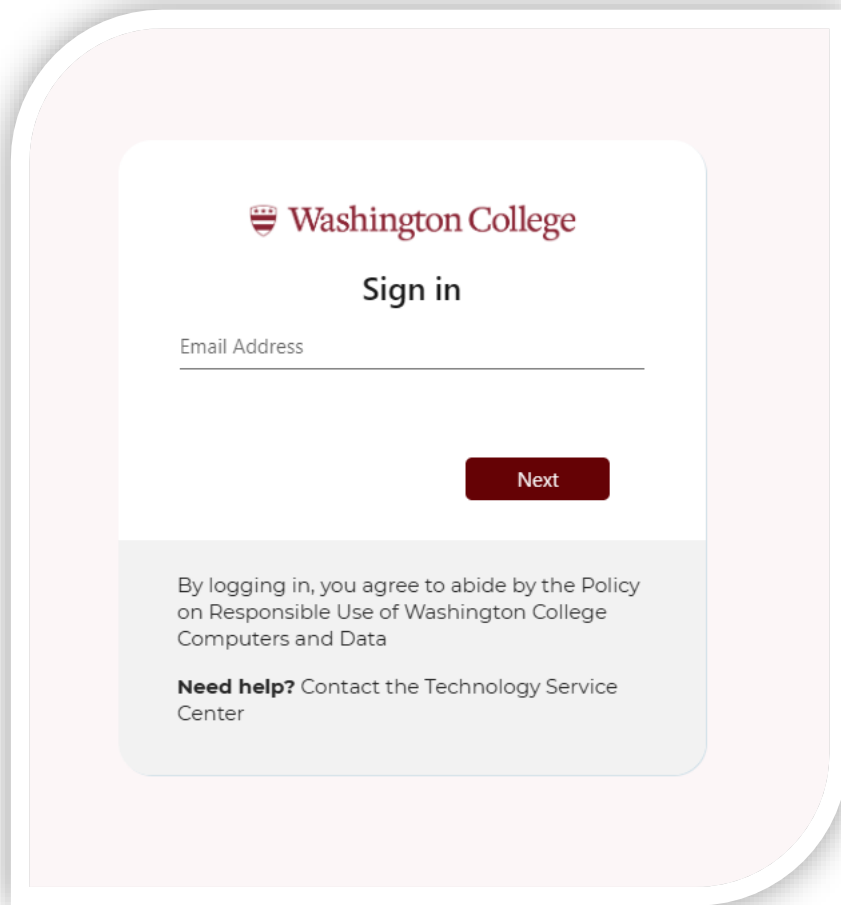
**On-Campus Supervisors**  
Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!



**Student Employment News**  
  
**Forms & Information**  
General information about posting jobs, hiring, and access to all University student employment forms.  
  
**Important Dates & Events**  
Click here for important dates and events.  
  
**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.  
  
**Request Access to Site**  
Click above if you are an On-Campus Employer who has **never** been granted access to the site.

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

A screenshot of a web login page for Washington College. The page has a light pink background with a white rounded rectangle in the center. At the top of the white rectangle is the Washington College logo (a shield with three stars) and the text "Washington College" in a dark red serif font. Below this is the heading "Sign in" in a bold black sans-serif font. Underneath is a text input field labeled "Email Address" with a horizontal line below it. To the right of the input field is a dark red rectangular button with the word "Next" in white. Below the input field and button is a light gray rectangular box containing the text: "By logging in, you agree to abide by the Policy on Responsible Use of Washington College Computers and Data". At the bottom of this gray box is the text: "Need help? Contact the Technology Service Center".

Washington College

Sign in

Email Address

Next

By logging in, you agree to abide by the Policy on Responsible Use of Washington College Computers and Data

**Need help?** Contact the Technology Service Center

# On-Campus Supervisor Login to JobX

Login utilizing your School 'SSO ID' and 'Password'.




# Online Help

# Online Help

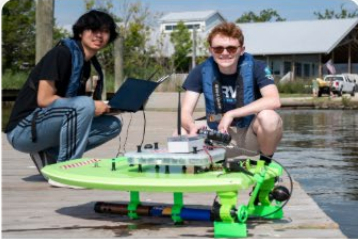
Welcome, Test On-Campus Supervisor | [Logout](#)

Home Students JobX Reporting Access & Audit Help

Online Help


 Powered by NextGen

Welcome to the Student Employment Portal




### Student Workers

- Search and apply for on-campus jobs and internships
- Sign up for JobMail notifications about positions that interest you



### On-Campus Supervisors

- Create and post jobs
- Review applications
- Hire students
- Policies, forms, and training









### Off-Campus Employers

- Create and post jobs
- Review applications

Click the **'Help'** menu after you login and select **'Online Help'**.

# Online Help

## JobX & TimesheetX Manuals

 <b>JobX - Administrators Online Help</b> 0 articles	 <b>JobX - Supervisors Online Help</b> 21 articles	 <b>JobX - Employee / Student Online Help</b> 7 articles
 <b>TimesheetX - Administrator Online Help</b> 0 articles	 <b>TimesheetX - Supervisor Online Help</b> 7 articles	 <b>TimesheetX - Employee / Student Online Help</b> 5 articles

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



# Job Postings



# Create a Job Posting

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HOW DO I POST A JOB IN JOBX?



# Create a Job Posting – Add a Job

Employees - JobX - Reporting - Access & Audit - Help -

## Job Control Panel

Result Filters:  
My Jobs Only [Reset Filters](#)

[+ Add a Job](#)  [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 25 of 28 | << < > >> |

<u>Student Employee Admin Assistant</u>		Applications: <a href="#">3 (3 New)</a>	Employer: ACADEMIC AFFAIRS
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs	<a href="#">Actions</a>

<u>Baseball Student Assistant</u>		Applications: <a href="#">3 (2 New)</a>	Employer: ATHLETICS - BASEBALL
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs	<a href="#">Actions</a>

<u>Student Basketball Assistant</u>		Applications: <a href="#">2 (2 New)</a>	Employer: ATHLETICS - BASKETBALL
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$10.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 07/31/22 Job Type: On-Campus FWS Jobs	<a href="#">Actions</a>

**Employer Name:**

**Job Status:**  
☐ Active, Listed Jobs (11) [?](#)  
☐ Pending Approval (1) [?](#)  
☐ Active, Not Listed (14) [?](#)  
☐ Inactive (2) [?](#)

**Job Type:**  
  
☐ Show My Jobs Only

**Wage Filter:**  
Low Wage:   
High Wage:   
Wage Range:  To   
[Search](#)

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

# Create a Job Posting - Department

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
- Academic Learning Center
- ACCESS & ACCOMMODATIONS
- ADMISSIONS
- ALUMNI RELATIONS
- ARTS AND SCIENCES

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 permission to post for one department, please proceed to the next slide.

# Create a Job Posting – Job Type

You are adding a brand new job to the web site for:

**Employer:** Student Employment - Test [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 Jobs  
Internship Jobs

Go to next step

Job type you wish to use to recruit students during the student employment process. Once a job type is assigned to a job, you may not change the job type instead will need to be created.

- **On-Campus Employment:** On-campus positions are typically paid an hourly rate, ranging between \$15 and \$18 an hour. Select positions may be paid using a stipend.
- **Internships:** These positions provide students with real-world experience and are aligned with various academic and career goals.
- **Off-Campus Community Service:** These positions are available to students with Federal Work Study. The work typically involves improving the community and its residents..

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.



# Create a Job Posting – Review Default Application

**General**

First name \*

Middle name

Last name \*

Email \*

Employee ID \*

Resume \*  No file chosen

☐ HTML  
☐ Java  
☐ MS Excel

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 – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. The 'Create a New Question' tab is active. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu. A red arrow points to this dropdown, which is open, showing options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below the 'Question Details' section is the 'Application Behavior' section. It includes an 'Application Section' dropdown menu with a red arrow pointing to it, and a 'Create a new section' text input field. Below this is the 'Other flags' section, which has two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox. Below the 'Other flags' section is the 'Where To Add This Question?' dropdown menu, which is set to 'End of Application'. A red arrow points to this dropdown. At the bottom of the form is the 'Add Question' button, with a red arrow pointing to it.

# 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!](#)

1. When do you want the job to be reviewed for approval?
  - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
  - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
  - a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed**.
  - b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive**.
  - c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed**.
3. Do you want JobMail to be sent when the job is listed?
  - a. Select '**Yes, send JobMail**' from the list is you want this posting to be included in JobMail that will send a notification to students if your job is in an **Active, Listed** status.
  - b. Select '**No, do not send JobMail**' from the list is you do not want this posting to be included in JobMail notification student message.



# 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!](#)

## 4. For how many days do you want the job to be listed on the site?

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

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.

Job Control Panel

Result Filters: Job Status: Pending Approval [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID Search

☐ Select/Deselect All Show 25 results per page

[Assistant to the Dean](#) Applications: Employer: AIB / Admissions Office - 123

<input type="checkbox"/> Job Id: 4422 Contact Person: NextGen TimAdmin Wage: \$10.00 - \$11.50 /hr	Status: Pending Approval Location: 6821 Southpoint Dr. N. Ste 220 FL 32216	Listed: Job Type: On-Campus Non-FWS Jobs
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Actions

1 of 1

Low Wage: High Wage: Wage Range: Low Wage To High Wage Search

# Edit a Job Posting

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WHAT STEPS DO I TAKE IF MY JOB  
POSTING NEEDS UPDATING?

# Edit a Job Posting

Welcome, Test On-Campus Supervisor | Logout

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

Job Control Panel

Result Filters: Employer: All Available  
Job Status: Pending Approval [Reset Filters](#)

Employer Name:  
Show Jobs From All My Employers ▾

Job Status:  
☐ Listed Jobs (2)  
☒ Pending Approval (1)  
☐ Review Mode (0)  
☐ Storage Mode (0)

Job Type:  
Choose Job Type ▾

My Jobs:  
☐ Show My Jobs Only

☐ Select/Deselect All

[Add a job](#)

[Fitness Center Attendant](#)

Job Id: 4496  
Contact Person: Test On-Campus Supervisor  
Wage: \$11.51 - \$12.50 /hr

Status: Pending Approval  
Location: 6821 South  
FL 32216

Welcome, Test On-Campus Supervisor | Logout

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

Manage Job

Job Title	Employer	Status	Job Type
Fitness Center Attendant	STUDENT RECREATION	Pending Approval	On-Campus Non-FWS Jobs

Additional details about this job's status:

- » This is a new job that has not yet been approved.
- » It is set to go live upon approval.
- » JobMail has been requested to be sent when the job is approved and listed.

Update Status

[Listed](#) » Click to update listing options

[Review Mode](#) » Click to cancel approval and change to

[Storage](#) » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

[Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Applicant

You cannot hire employees while the job is in this status.

[Edit this job](#)

Below is a view of approximately how this job appears to applicants:

HEALTHY LOGO

Fitness Center Attendant
Job ID 4496

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**'.



# Review & Hire Applicant(s)

# Manage Applications

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HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

# Manage Applications

Job Control Panel

Result Filters:  
My Jobs Only  
Job Status: Active, Listed [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 11 of 11 << < > >>|

<u>Student Employee Admin Assistant</u>		Applications: <a href="#">3 (3 New)</a>	Employer: ACADEMIC AFFAIRS
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs	<a href="#">Actions</a>
<u>Baseball Student Assistant</u>		Applications: <a href="#">3 (2 New)</a>	Employer: ATHLETICS - BASEBALL
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs	<a href="#">Actions</a>
<u>Student Basketball Assistant</u>		Applications: <a href="#">2 (2 New)</a>	Employer: ATHLETICS - BASKETBALL
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL	Listed: 07/31/22 Job Type: On-Campus FWS Jobs	<a href="#">Actions</a>

- 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    1 to 2 of 2 | < < > >> |

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	<a href="#">Frank Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	9/24/2020	New!	P		<a href="#">Resume</a>	940.00		<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Roy Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!	P		<a href="#">Resume</a>	2500.00		<a href="#">Actions</a>

- 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.

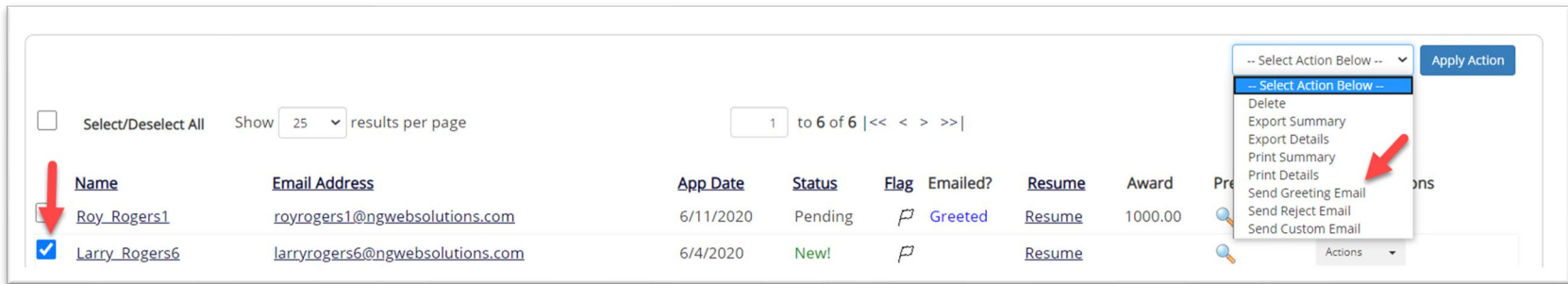


# Interview and Selection

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HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

# Schedule an Interview



The screenshot displays a web application interface for managing applicants. At the top, there's a header with 'Select/Deselect All', a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy Rogers1 (Pending, Greeted) and Larry Rogers6 (New!). A red arrow points to the checkbox next to Roy Rogers1. Another red arrow points to the 'Send Custom Email' option in the 'Actions' dropdown menu for the 'Pre' column.

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	<a href="#">Resume</a>	1000.00	<a href="#">Pre</a>
<input checked="" type="checkbox"/> Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		<a href="#">Resume</a>		<a href="#">Pre</a>

- 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.

To

	<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]

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

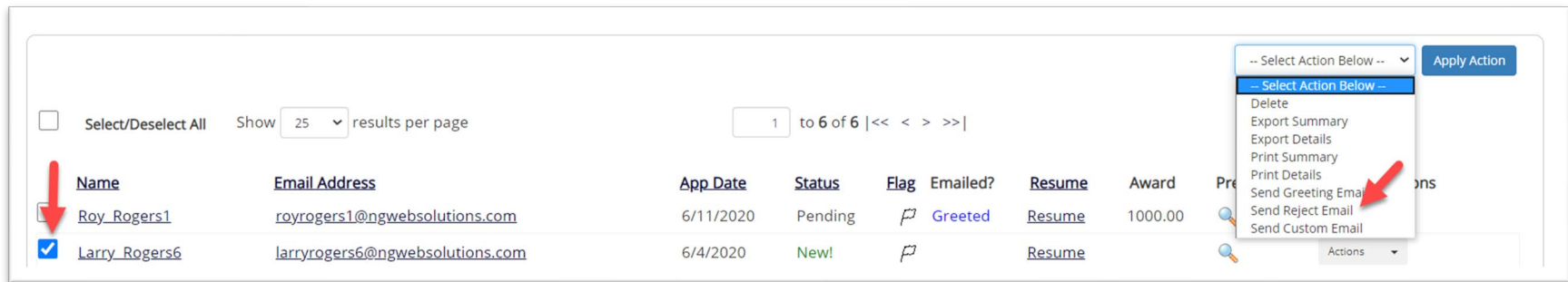
- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the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

# Decline Applicants

---

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

# Notify applicant(s) they were NOT Selected



The screenshot displays the NGWEB Solutions applicant management interface. At the top, there is a header bar with a green background. Below the header, the interface includes a table of applicants. The table has columns for Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. The first applicant is Roy Rogers1, with a status of Pending and a flag of Greeted. The second applicant is Larry Rogers6, with a status of New! and a flag of P. A red arrow points to the checkbox next to Larry Rogers6. To the right of the table, there is a dropdown menu for actions, with a red arrow pointing to the 'Send Reject Email' option. The dropdown menu also includes options like Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, and Send Custom Email. An 'Apply Action' button is located to the right of the dropdown menu.

	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		

- 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.

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.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@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** julie@ngwebsolutions.com

**Subject** Job: Test On-Campus FWS Jobs - 052020 - Not Available

**Body**

You recently submitted an on-line application for the Test On-Campus FWS Jobs - 052020 job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

**Send** **Cancel**

# Undelete Applications

---

HOW DO I UNDELETE AN APPLICANT?

# Undelete Application

-- Select Action Below --

Apply Action

☐ Select/Deselect All

Show 

25

 results per page

1 to 4 of 4 | << < > >> |

☒ Show Deleted?

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/>	<a href="#">Bernice_Rogers7</a>	<a href="mailto:bernicerogers7@ngwebsolutions.com">bernicerogers7@ngwebsolutions.com</a>	7/31/2025							Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	2/18/2025	Deleted				2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	1/30/2025	Deleted				2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	11/8/2024	Deleted				2599.00		Actions

Click the box next to ‘**Show Deleted?**’

The “**Deleted**” applicants will show up in pink on the screen.



# Undelete Application

-- Select Action Below -- Apply Action

☐ Select/Deselect All   Show 25 results per page   1 to 4 of 4 | << < > >> |   ☒ Show Deleted?

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	<a href="#">Bernice_Rogers7</a>	<a href="#">bernicerogers7@ngwebsolutions.com</a>	7/31/2025							Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="#">royrogers1jtbdemo@ngwebsolutions.com</a>	2/18/2025	Deleted				2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="#">royrogers1jtbdemo@ngwebsolutions.com</a>	1/30/2025	Deleted				2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="#">royrogers1jtbdemo@ngwebsolutions.com</a>	11/8/2024	Deleted				2599.00		Actions

Email Applicant

Print Application

UnDelete Application

Click the '**Actions**' drop down and select '**UnDelete Application**'

# Undelete Application

-- Select Action Below --

Apply Action

☐ Select/Deselect All

Show 25 results per page

1 to 4 of 4 | << < > >> |

☒ Show Deleted?

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/>	<a href="#">Bernice_Rogers7</a>	<a href="mailto:bernicerogers7@ngwebsolutions.com">bernicerogers7@ngwebsolutions.com</a>	7/31/2025		<i>P</i>					Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	2/18/2025	New!	<i>P</i>			2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	1/30/2025	Deleted	<i>P</i>			2599.00		Actions
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1jtbdemo@ngwebsolutions.com">royrogers1jtbdemo@ngwebsolutions.com</a>	11/8/2024	Deleted	<i>P</i>			2599.00		Actions

Once application is “Undeleted” the application will no longer be highlighted in pink.

# Hire Applicants

---

HOW DO I HIRE AN APPLICANT OR  
APPLICANTS WHO APPLIED?

# Hire an Applicant – Select Applicant

Job Control Panel

Result Filters:  
My Jobs Only  
Job Status: Active, Listed [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 11 of 11 << < > >>

<u>Student Employee Admin Assistant</u> Applications: <a href="#">3 (3 New)</a> Employer: ACADEMIC AFFAIRS		
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions

<u>Baseball Student Assistant</u> Applications: <a href="#">2 (2 New)</a> Employer: ATHLETICS - BASEBALL		
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions

<u>Student Basketball Assistant</u> Applications: <a href="#">2 (2 New)</a> Employer: ATHLETICS - BASKETBALL		
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL	Listed: 07/31/22 Job Type: On-Campus FWS Jobs Actions

- 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?

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

☐ Select/Deselect All

Show  results per page

to 3 of 3 | << < > >> |

☐ Show Deleted?

[Send Reject Email](#) [Apply Action](#)

	<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="#">Profile Video</a>	<a href="#">Award</a>	<a href="#">Preview</a>	<a href="#">Actions</a>
<input checked="" type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	7/29/2020	New!		<input checked="" type="checkbox"/>			1000.00		<div><div>Actions</div><div><a href="#">Email Applicant</a> <a href="#">Print Application</a> <a href="#">Delete Application</a> <a href="#">Hire Applicant</a></div></div>
<input type="checkbox"/>	<a href="#">Ted_Rogers2</a>	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	7/28/2020	Hired		<input checked="" type="checkbox"/>			9.00		
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	7/28/2020	Hired		<input checked="" type="checkbox"/>	<a href="#">Resume</a>	<a href="#">Video</a>	1268.00		

- 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 Off Campus Job 010726

There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.

① <-- Click for help on completing this step.

**Hire On-line Applicants**  
☒ Ted b Rogers2

**Hire Previously Hired Applicants**  
☐ Malachi Rogers5 (12/13/25 - 01/16/26)

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

	First Name	Middle Initial	Last Name *	Student ID *
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<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.
- **Please note**, multiple candidates may be selected under the Hire On-Line Applicants if the job has more than one position available for hire.
- Next, click '**Go to Step 2**'.

# Selected Hires & Rehire

---

HOW DO I HIRE A PERSON WHO DID NOT  
APPLIED OR IS A REHIRE?

# Hire Request – Select a Hire or Rehire a Person

<a href="#">Test On Campus 010726</a>		Applications: <a href="#">1</a> ( <a href="#">1 New</a> )	Employer: Student Employment - Test
<input type="checkbox"/> Job Id: 4571 Contact Person: Test On-Campus Supervisor Wage: \$15.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/07/26 Job Type: On-Campus Jobs	<div>Actions ▾</div> <div>Edit Job Manage Application Hire/Re-Hire Candidate</div>

- Locate the job you wish to hire, and click the '**Actions**' drop-down box and select '**Hire/Re-Hire Candidate**'



# Hire Request – Select a Hire

**Hire Students**  
For Job: Test Off Campus Job 010726

There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.

① <-- Click for help on completing this step.

**Hire On-line Applicants**  
☐ Ted b Rogers2

**Hire Previously Hired Applicants**  
☐ Malachi Rogers5 (12/13/25 - 01/16/26)

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

	First Name	Middle Initial	Last Name *	Student ID *
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="Rogers1"/>	<input type="text" value="111111111"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to step 2

- To request a candidate who has not applied, enter their Name and Student ID in the fields under '**Hire Candidates who did not apply On-line**'
- **Please note**, multiple candidates may be entered if the job has more than one position available for hire.
- Next, click '**Go to Step 2**'.

# Hire Request – Rehire

**Hire Students**  
For Job: Test Off Campus Job 010726

There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.

① <-- Click for help on completing this step.

**Hire On-line Applicants**  
☐ Ted b Rogers2

**Hire Previously Hired Applicants**  
☒ Malachi Rogers5 (12/13/25 - 01/16/26)

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

	First Name	Middle Initial	Last Name *	Student ID *
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Go to step 2](#)

- To rehire a current student employee into a new term, check the box next to the student you wish to rehire under the **'Hire Previously Hired Applicants'** column.
- **Please note**, multiple candidates may be entered if the job has more than one position available for hire.
- Next, click **'Go to Step 2'**.

# Hire Validation

---

HOW DO VALIDATE A STUDENT'S  
ELIGIBILITY?

# 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"/>

- After selecting the student who wish to hire and clicking the '**Go to Step 2 button**', the Validate Employees screen will be displayed.
- The Student's ID provided in the system will be defaulted into the ID field
- **Please note:** *If the student ID is not correct , the student will likely fail the hire process as the system validates against the Student ID provided to JobX by your institution.*
- Next, click '**Check Employee ID**' to launch the hire validation service for this employee or employees if multiple students were selected.

# Hire an Applicant– Compliance Validation - Fail

- 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 hire will display with a cancel button preventing the student from hire due to not being eligible for the job.

Employee: [X] Larry Rogers6 Student ID: 666666666

[Check Employee ID](#)

**Validation Lookup Results**

Larry Rogers6:

✓	Confidentiality Form	Confidentiality Form is completed
✗	Enrollment Status	Student is not enrolled
✓	I9 Status	Student has a valid I9 on file.
✓	MW507 Status	MW507 Maryland State Tax Instruction has been completed
✓	W4 Status	Student has a valid W4 on file.
✗	Student Data Lookup	Student eligibility data not found.

[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 - 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:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="444444444"/>
<button>Check Employee ID</button>	

Validation Lookup Results

Samuel d Rogers4:

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


Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Roy a Rogers1	<input type="text" value="111111111"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results

Roy a Rogers1:		
✓	Awarded	Student has a valid Work Study Award
✓	I9 Status	Student has a valid I9 on file.
✓	W4 Status	Student has a valid W4 on file.

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.



- 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

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- Ensure you enter all information that is required and labeled with a \* if not already populated for you.
- You may edit the information prior to establishing the hire.
- Click on the “**Submit Request**” button to send your hire to your pay person to complete the hiring process.
- After this step, the process is completed within JobX.

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

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

Step 3: Fill Out Hire Record Info

Job Title: Student Employee Admin Assistant

First Name	Samuel
Middle Name	d
Last Name	Rogers4
E-mail Address	samuelrogers4@ngwebsolutions.com
Wage which will be paid to Employee *	<input type="text" value="11.51"/>
Hours Per Week *	<input type="text" value="10.0"/>

Please review the start and end dates and be sure they are the correct dates for the employment period for this employee.

Employment Start Date *	<input type="text" value="01-08-2023"/>
Employment End Date *	<input type="text" value="06-23-2023"/>

Notes

Attachment

[Choose File](#) | No file chosen  
upload new Attachment.

Classification *	Standard Student Employee ▾
Primary Supervisor *	Choose one... ▾
Secondary Supervisors	Ctrl + click to select multiple <input type="text" value="Select Some Options"/>
Pay Schedule *	Choose one... ▾

[Create Hire](#)



# Pending Hires

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WHERE DO I VIEW PENDING HIRE  
REQUESTS?

# Pending Hires

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

Employees - JobX - Reporting - Access & Audit - Help -

Hires Pending

Filter by employer:  
All Employers

☐ Requests I've Submitted  
☐ Requests for my employer(s)

Search by employee  
First Name  
Last Name  
[Search](#) [Reset](#)

JobX Home (Job Control Panel)  
Hire Requests  
Submit Simple Hire Request?  
Supervisor Search Student

Pending Forms & Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Incomplete - Pending Form Completion							
04/07/23	On-Campus FWS Jobs	test	Roy Rogers1	111111111	AIB / Academic Computer Lab	W4 Form: Not Completed I9 Form: Not Completed	Actions
05/19/20	On-Campus FWS Jobs	A SCAD Test Job	Dakota Rogers9	999999999	AIB / Academic Computer Lab	W4 Form: Not Completed I9 Form: Not Completed	Actions
Status: Pending Final Approval							
10/21/22	On-Campus FWS Jobs	A SCAD Test Job 2	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
03/02/22	On-Campus FWS Jobs	A Boston Univ Test Job	Susan Rogers8	888888888	AIB / Academic Computer Lab		Actions
02/10/22	On-Campus FWS Jobs	AAA - Swarthmore - Clerical IV	Roy Rogers1	111111111	AIB / Admissions Office - 123		Actions
10/22/21	On-Campus FWS Jobs	Analyst III	Susan Rogers8	888888888	AIB / Academic Computer Lab		Actions
10/22/21	On-Campus FWS Jobs	A Boston Univ Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
03/11/21	On-Campus FWS Jobs	AA Duke Test Job	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/20/21	On-Campus FWS Jobs	A Duke University - Computer Lab - Analyst II	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/08/21	On-Campus FWS Jobs	AAA UNION UNIV TEST JOB	Roy Rogers1	111111111	AIB / Academic Computer Lab		Actions
01/07/21	Off-Campus FWS Jobs	TESTER FWS OFF CAMPUS	Frank Rogers3	333333333	America Reads		Actions

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

# Employment Forms

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HOW DOES A STUDENT COMPLETE  
EMPLOYMENT PAPERWORK?

# Employment Forms

## User Dashboard

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status which is '**Not Completed**' to complete the form.
5. After completing a form, refresh your screen to view the updated status on the dashboard.

### Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	<a href="#">Form I-9</a>
W4 Status	Not Completed	<a href="#">W4 Form</a>
Washington College Policies	Not Completed	<a href="#">Washington College Policies</a>
MW507 Maryland State Tax Instruction	Not Completed	<a href="#">MW507 Maryland State Tax Instruction</a>

Select time period to display Employee Information

Current/Future

Update

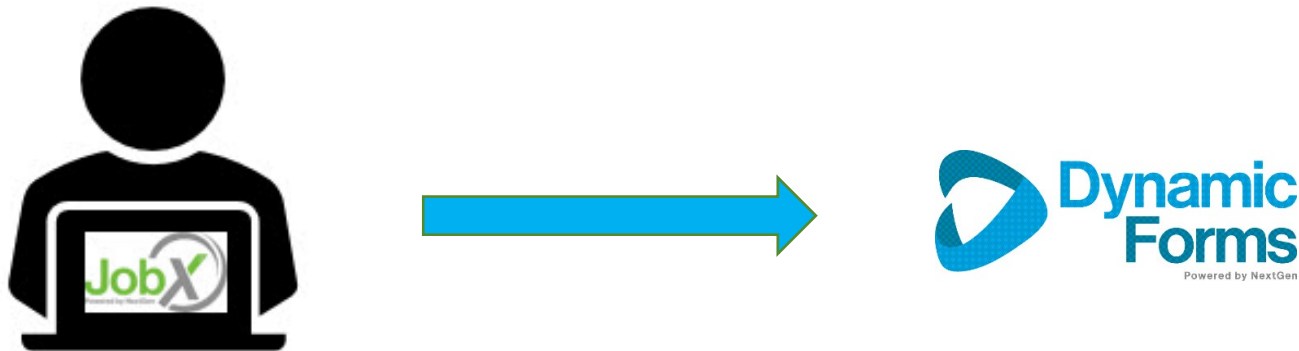
### Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
<a href="#">Test Off-Campus FWS Job -112125</a>	Off-Campus FWS - Test	\$15.00	6	12/13/2025	01/16/2026	Test Off-Campus Supervisor		Active
<a href="#">Test On-Campus - 11/20/2025</a>	Student Employment - Test	\$15.00	0	12/13/2025	01/16/2026	Test On-Campus Supervisor		Active

Before a Student is approved for hire, all employment forms will need to be completed and are displayed on the student's '**My Dashboard**'.

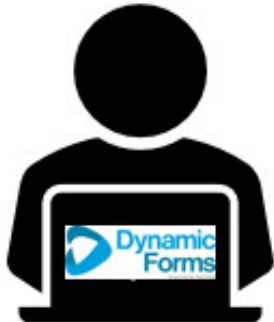
# Student Authenticated into Dynamic Forms from JobX

Student is seamlessly authenticated into Dynamic Forms via JobX.



# Electronic Form I-9 Workflow - Employee

- Student's first and last name fields are populated from JobX
- Select '**Click Here**' to proceed to the Form I-9.
  - **Students:** Will complete section 1 of the form
  - **Administrator:** Complete section 2 the Form I-9 once the student presents the employment documents for physical inspection.



First Name:

Last Name:

Form I-9 is a required government form that must be completed for authorization to work in the US. Please complete page one of the I-9 electronically to verify your employment eligibility. You must complete this form and present I-9 documentation to the University prior to starting work for compliance with the Form I-9 regulations.

Instructions for Section 1 (Page One) - [Click here](#) for more instructions on completing the Form I-9.

- **US Citizens and Permanent Residents:** Please use your home address.

After Completing Section 1  
You should click the 'Next' button to continue to view all pages of the legal document and click 'Submit' on the last page. You are completed with this document when you land on the confirmation page at the end.

Next, you will be required to come to the Student Employment Office to present [I-9 documentation](#). Your I-9 documents regulations require original forms of identification for employment eligibility. Photocopies are not acceptable.

- **US Citizens/Permanent Residents:** Present one document from List A or Present one document from List B and one document from List C

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Physical Inspection of Employment Documents

- The Section 1 of the Form I-9 contains a feature that allows you, as the employee, to upload your employment documents for your school to retain in their records. This feature does not eliminate the need for the physical inspection of your employment documents.

After Completing Section 1  
Per the Federal Regulations of the Form I-9, you must present unexpired original documentation that shows the school your identity and employment authorization. You will need to have your documents physically verified by your Student Employment Office, please contact them at [fedwork.study@lehman.cuny.edu](mailto:fedwork.study@lehman.cuny.edu) for additional steps. For a list of acceptable documents click [here](#).

☒ I hereby acknowledge the Physical Inspection statement above that I will need to physically present my identity and authorization to work documents to the school within 3 business days of the date of hire.


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[Click Here](#) to complete your Form I-9.

# Electronic Form – Completed by Employee

- Complete the section 1 of the I-9 and electronically signs the form, including uploading your employment documents for record retention.
- As a reminder, you will still need to present your original documents to the Financial Aid office for Physical Inspection of the employment documents before your Form I-9 is approved.
- Next, click '**Next**' to review the next page of the document until you receive a '**Thank you for submitting your document page.**' Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



 **Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

**START HERE: Read Instructions** carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Rogers1	First Name (Given Name) Roy	Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 Test Dr		Apt. Number N/A	City or Town Jax
Date of Birth (mm/dd/yyyy) 01/21/1999		U.S. Social Security Number 123-45-6789	Employee's E-mail Address royrogers1@ngwebsolutions.com
		State FL	Zip Code 32011
		Employee's Telephone Number 9045551212	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States		
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)		
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):	N/A	N/A
<input type="checkbox"/> 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy:	N/A	OR Code - Section 1 Do Not Write In This Space

Some aliens may write "N/A" in the expiration date field.

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:	OR	N/A
2. Form I-94 Admission Number:	OR	N/A
3. Foreign Passport Number:	OR	N/A
Country of Issuance:		N/A

Signature of Employee: *Roy Rogers* Today's Date (mm/dd/yyyy): 02/16/2022

**Preparer and/or Translator Certification (check one):**  
☒ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

Form I-9 10/21/19 Page 1 of 4

Save Progress Next

# JobX Dashboard Updated

- Once the forms are completed, refresh your browser once returning to JobX.
- Form Statuses updated on User Dashboard to show **'Student Section Complete, Pending Approval(s)'**



User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

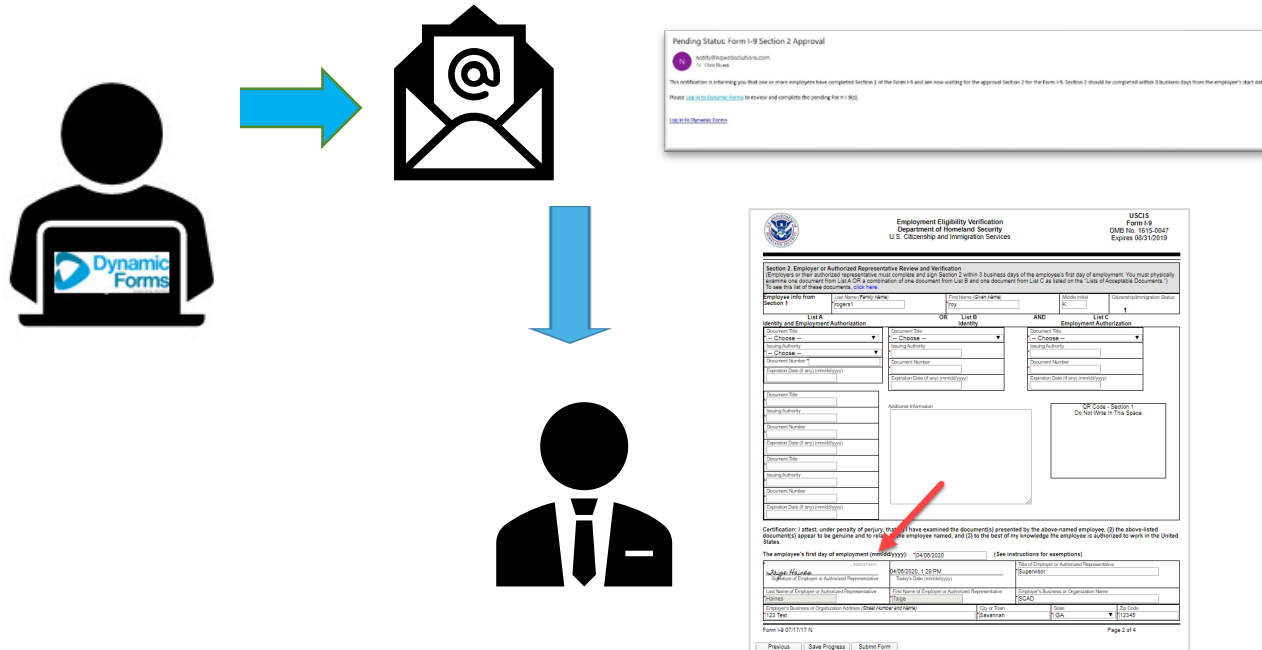
Criteria	Status
I9 Status	Employee Section Complete, Pending Approval(s)
W4 Status	Employee Section Complete, Pending Approval(s)
Washington College Policies	Completed
MW507 Maryland State Tax Instruction	Employee Section Complete, Pending Approval(s) ←



# Admin Completes Forms

Dynamic Forms sends email to school's admin to complete their section of the forms.

**Student: For Form I-9, the you will be required to physically show required documents to school admin in person.** An admin may return your form for revision as well, and will be noted on your User Dashboard.



The screenshot shows the 'Employment Eligibility Verification' form (Form I-9) from the U.S. Citizenship and Immigration Services. The form is titled 'USCIS Form I-9 CMB (Rev. 10/15/2017) Expires 03/31/2019'. It contains sections for 'Section 1: Employee Information', 'Section 2: Employer or Authorized Representative Review and Verification', and 'Section 3: Signature of Employer or Authorized Representative'. The form is partially filled out, with a red checkmark visible in the 'Section 2' area. The bottom of the form includes a 'Certification' section and a 'Signature' section.

# User Dashboard Updated – Workflow Completed!

- Once all the forms are approved, the **'My Dashboard'** Form Statuses are updated to **'Completed'**



**User Dashboard**

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Washington College Policies	Completed
MW507 Maryland State Tax Instruction	Completed

Select time period to display Employee Information

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
Test Internship - 11/20/2025	Student Employment - Test	\$15.50	6	12/13/2025	01/16/2026	Test On-Campus Supervisor		Active



# Final Approval

- Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.





# Approved for Hire

# Hire Approval Email

- When the student has been approved to work you will receive a hire approval email.
- Please work with your student employee regarding the position's schedule, responsibilities, and expectations.

# Active Hire

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WHAT ARE THE NEXT STEPS ONCE STUDENTS ARE ACTIVE?

# Next Step: Approved for Hire

Once you have hired a student, they will be active in the college's payroll system.

Students will use Self-Service to complete timecards. As their supervisor, you will need to approve their timecards at the end of a pay period so the students can be paid.

If the student is paid using a stipend, be sure to complete the stipend request form, found on the Student Employment SharePoint.

# Questions?

**Please contact the Student  
Employment Coordinator at:**  
**student\_employment@wash  
coll.edu**  
**or call 410-778-7725**

