Student Training

=Total Solution

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

JobX Benefits for Students

Apply for multiple jobs with one application

JobMail notifications on potential jobs matches

Job searches based on skills

Accelerated online hiring process

Elimination of paper forms

Automated notices throughout the job search process

Web accessibility

24-hour service

School Specific Customization

Your site has YOUR school's look and feel

Your site has YOUR school departments

Your site has YOUR school customer fields

Your site has been configured to support YOUR specific processes

Training Agenda

👉 Login to JobX

✓ Complete a JobMail Subscription

🔍 Find a Job

Apply for a Job

JobX 'My Dashboard' Feature

nextgen
WEB SOLUTIONS
A nelnet Company

JobX
Powered by NextGen

Login JobX

Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Applicants & Employees' link to access the area of your choice.

Washington College JobX Site:
https://washcoll.studentemployment.ngwebsolutions.com/

How to Login to JobX

Step 1: Click '**Dashboard**' for access to your Dashboard or '**Find a Job**' link to search for a job.

Student Employee Login to JobX
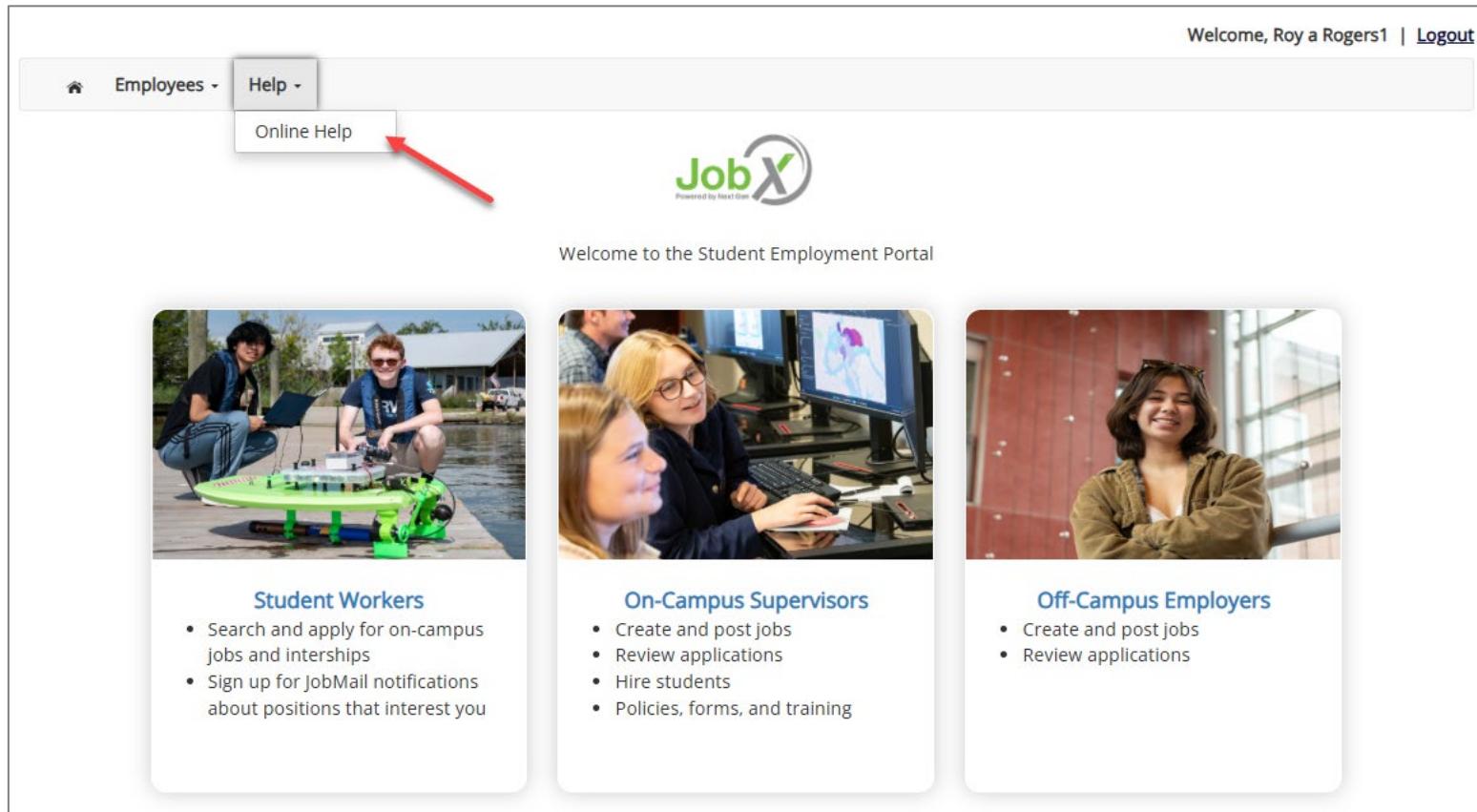
Login utilizing your Washington College SSO ID and 'Password'.

Online Help

Online Help

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

Online Help
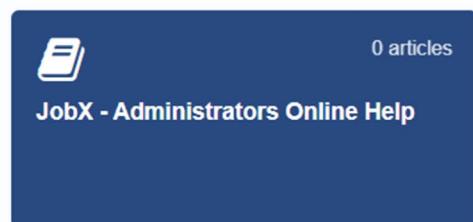
➤ Online guides are available based on your login role.

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

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

JobMail

What is JobMail?

JobMail notifies you about potential job matches based on your interest

Must complete a JobMail Subscription to receive notifications

After JobMail setup you will receive notifications on new job listings that interest you

The email will provide all details about the job to assist you in identifying a great job opportunity

How to Access JobMail

Step 1: Click '**Dashboard**' or '**Manage JobMail**' link on the Federal Work Study Students or Service Scholarship Students home page.

Configure your JobMail Subscription

> You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, On-Campus Scholarship Hours) supported by JobX

  ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription

> For each subscription, you may set criteria

  ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)

  ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)

  ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription
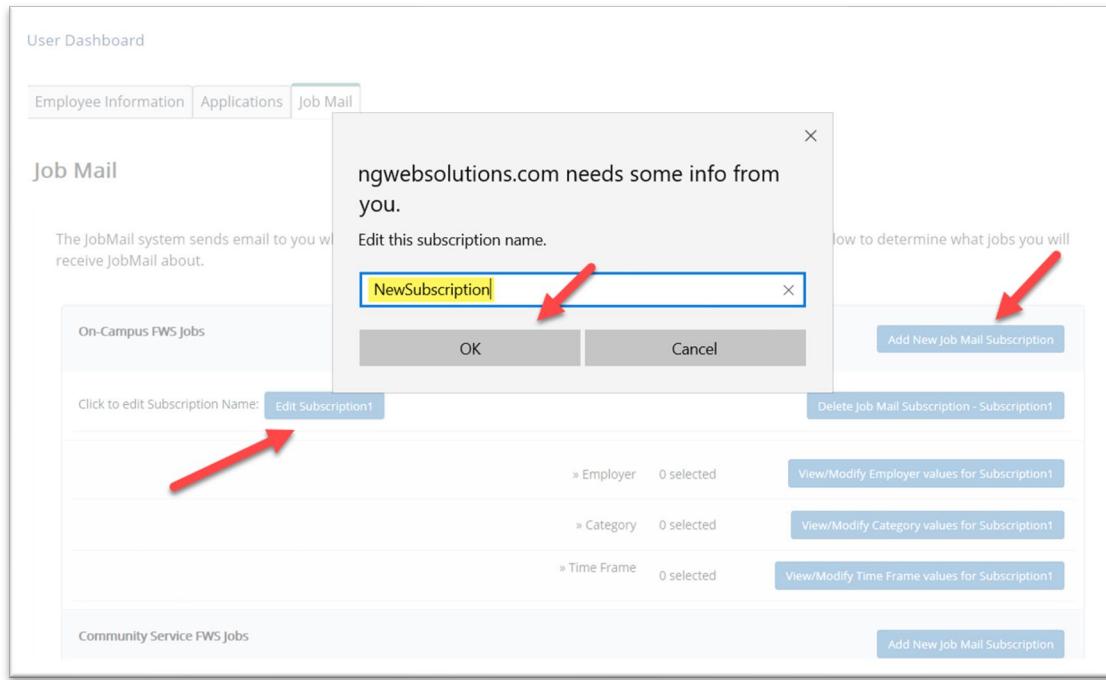
➤ Click '**Add New JobMail Subscription**' button to start the setup process to creating a JobMail subscription.

➤ When the subscription name window pops up, update to your desired name.

➤ If you need to edit the scription name, click the '**Edit Subscription**' button.

Configure your JobMail Subscription

➢Click '**Add all Options**' or '**Add**' next to each item you wish to add to your JobMail subscription.

Configure your JobMail Subscription

➢ Your selection(s) will appear in the top under '**Selected Items**'.

➢ When you're finished adding search criteria, click '**Save**'.

➢ Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).

➢ You may return to this screen any time to modify your subscription.

Find a Job

Quick Search

> Click the '**Find a Job**' function from the Employees Menu.

> Select a specific pre-defined '**Quick Search**' you would like to utilize to find a job.

> Otherwise, to define your own custom job search filters click '**Advanced Search**'.

Advanced Search

➢ Click the '**Advanced Search**' button to define your own job criteria you wish to search.

➢ Advanced Search enables you to search for jobs by the following:

- ❖ Search by Job Type Population (On-Campus, Off-Campus FWS Jobs, etc.)

- ❖ Keyword(s) Search

- ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week
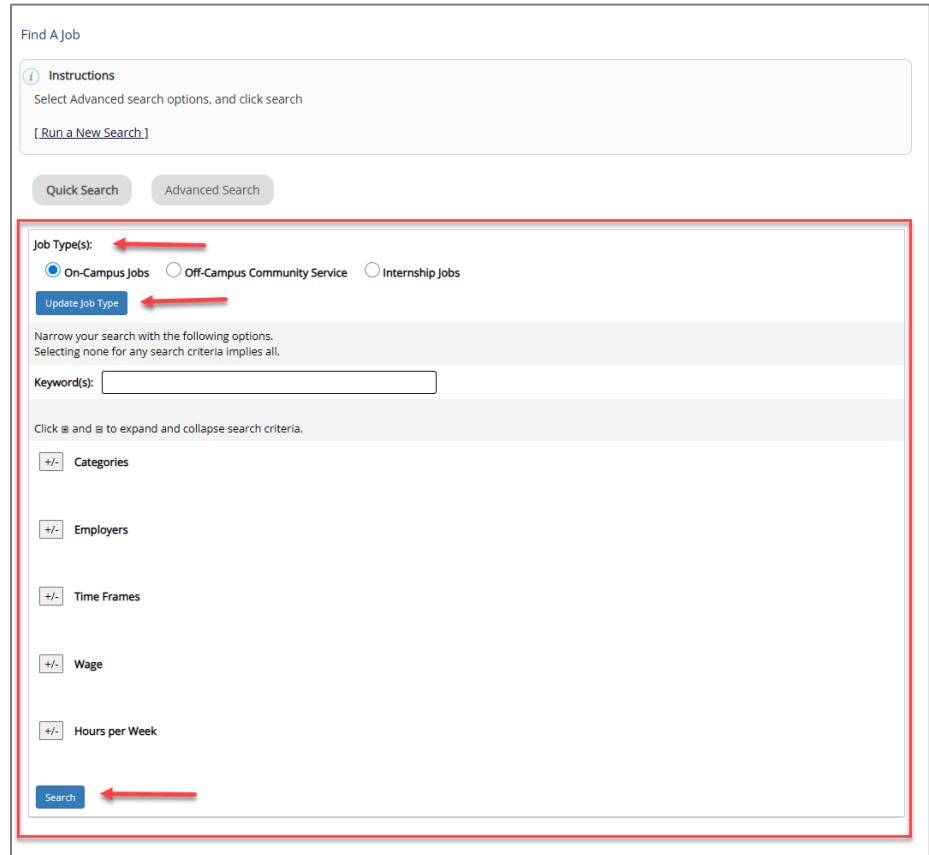
Apply for a Job

Disclaimer Statements

Find A Job

ⓘ Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[Run a New Search]

Disclaimer: Off-Campus Community Service

NOTICE: A Federal Work-Study Award is **REQUIRED** to be eligible for community service jobs. If you have a Federal Work-Study award, click **"I agree" below**. If you do not have a Federal Work-Study award, please contact the Student Employment Office during office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) to inquire about your eligibility.

I agree

Apply for selected jobs

All Active

In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the '**I agree**' button(s) before any available jobs of that Job Type population will be presented.

Apply for a Job! With One Click

➢Simply **click the box** next to the jobs you wish to submit an application.

➢If a job does not have a box or does not allow for the selection of the job, then you will need to click the Job Title to view the job details on how to apply for the job.

➢Then, click the '**Apply for Selected Jobs**' button.

Job Application

➢ Complete the questions on the application.

➢ Fields with a red asterisk are required to be completed before your application can be successfully completed.

➢ Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.

➢ You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.

Application Successfully Submitted

> Your application is successfully submitted when you received the Congratulations message.

My Dashboard

What is the JobX My Dashboard Feature?
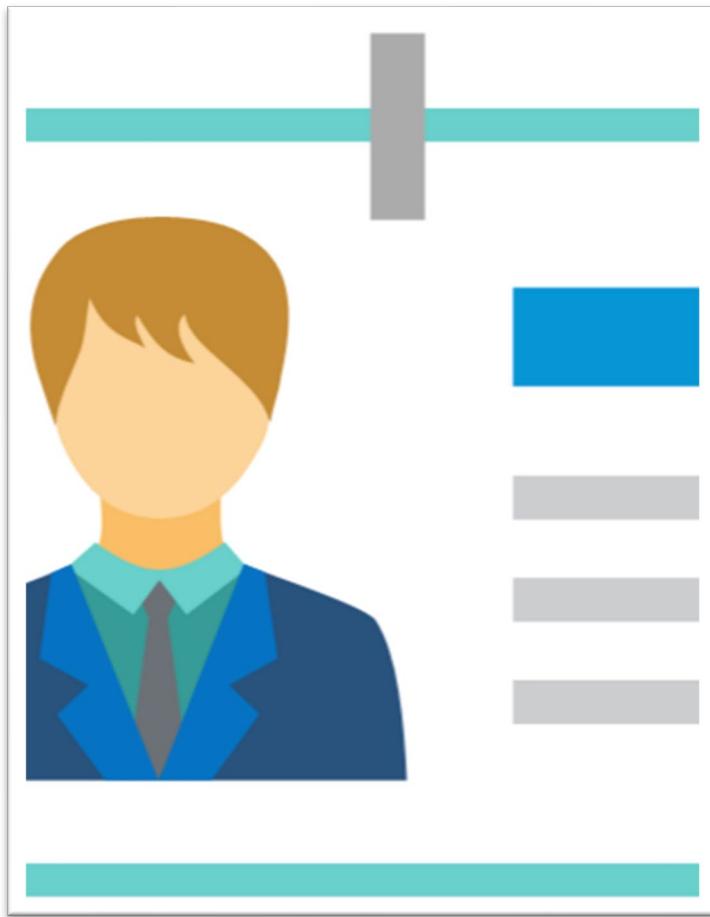
➢ The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.

➢ 'My Dashboard' Includes:
- ❖ **Applications**: Status, View, Print, Withdraw
- ❖ **Hires**: Past /Current / Future
- ❖ **JobMail Subscriptions**

My Dashboard: Access

> To access your '**My Dashboard**' feature, **click** the '**My Dashboard**' feature from the *Student Employees* menu.

> To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.

My Dashboard: Application
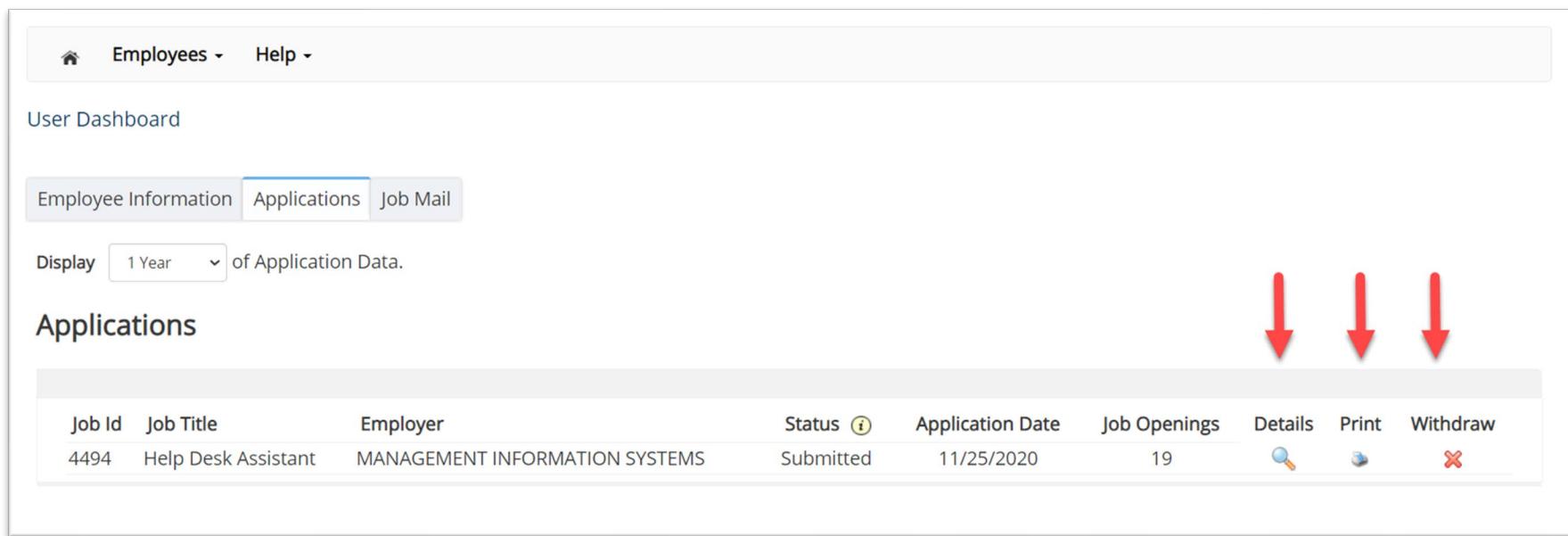
> My dashboard provides real-time self-service access to past / current / pending hires.

> You may customize your application view and print applications.

> You may withdraw a previously submitted application by clicking the red 'X' next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red 'X' displayed)

> Applicant's have two options when withdrawing their application.

❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR

❖ Withdraw an application without emailing the supervisor.

My Dashboard: Hires

> My dashboard provides real-time self-service access to past / current / pending hires.
> Click on the Employee Information Tab to see the status of your jobs.

Selected for Hire

Employment Forms

HOW DOES A STUDENT COMPLETE EMPLOYMENT PAPERWORK?

Pre-Hire Approval Employment Forms

Before you are approved for hire, all pre-hire employment forms will need to be completed and are displayed on '**My Dashboard**'.

➢ To access your 'My Dashboard' feature, **click** the 'My Dashboard' feature from the *Employees* menu.

➢ Click Form Name link to start the form completion process.
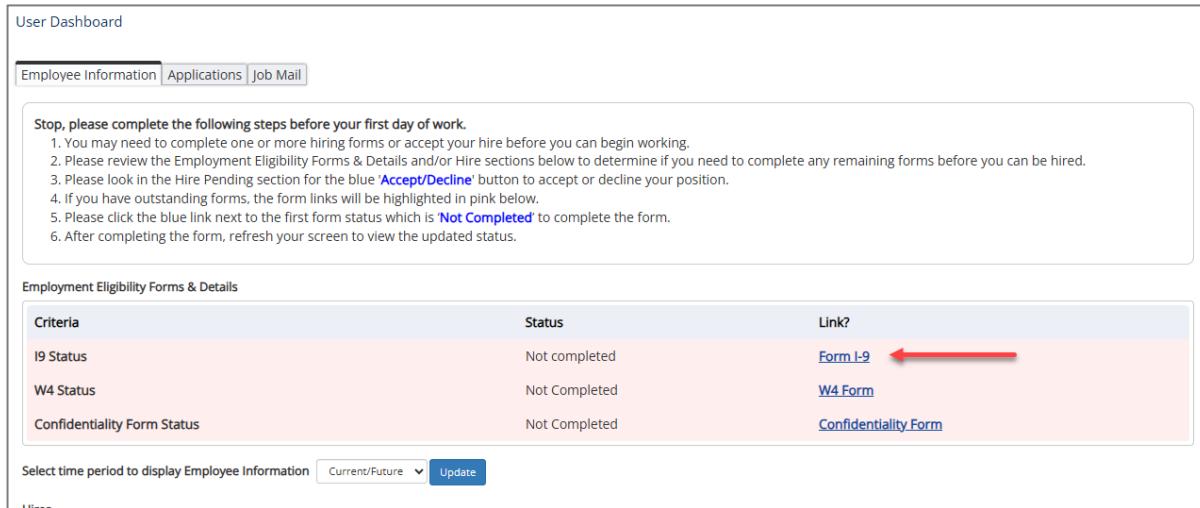
User Dashboard

| 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 or accept your hire 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. Please look in the Hire Pending section for the blue '**Accept/Decline**' button to accept or decline your position.
4. If you have outstanding forms, the form links will be highlighted in pink below.
5. Please click the blue link next to the first form status which is '**Not Completed**' to complete the form.
6. After completing the form, refresh your screen to view the updated status.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I9 Status	Not completed	Form I-9
W4 Status	Not Completed	W4 Form
Confidentiality Form Status	Not Completed	Confidentiality Form

Select time period to display Employee Information [Current/Future ▾] [Update]

Hires

Student Authenticated into Dynamic Forms

Student is seamlessly authenticated into Dynamic Forms via JobX.

Electronic Form Workflow - Employee

➤ Your first name, last name, and email fields are populated from JobX. Please read the information on the page, and complete the form process.
- Student will click next through all pages of the form and complete all desired or required fields.

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 Forms

Before you are approved for hire, all employment forms will need to be completed and are displayed on '**My Dashboard**'.

➤ Click **Employees** menu and select '**My Dashboard**' to access your forms.

➤ Click 'Form W-4' link to start the Form W-4 process.

Student Authenticated into Dynamic Forms

Student is seamlessly authenticated into Dynamic Forms via JobX.

Electronic Form W-4 Workflow

➤ Select if you have a Social Security Number or not.
➤ Then, select '**Click Here**' to proceed to the Form W-4.

Electronic Form – Completed by Employee

➢ Complete the top section of the W-4 and electronically signs the form.
➢ 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.

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)**'

Employment Forms

Before you are approved for hire, all employment forms will need to be completed and are displayed on '**My Dashboard**'.

➢Click **Employees** menu and select '**My Dashboard**' to access your forms.

➢Click '**MW507 Maryland State Tax Instructions**' link to start the Form MW507 process.

Student is seamlessly authenticated into Dynamic Forms via JobX.

➢ Click the '**Click here**' link to access the MW507 PDF. You will download it and complete the form.

➢ Next, take the completed form and upload it by clicking the 'Attach File' button

➢ Finally click the check box confirming the uploaded document and sign the form.

Electronic Form – Completed by Employee

➢ 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.

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)**'

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.
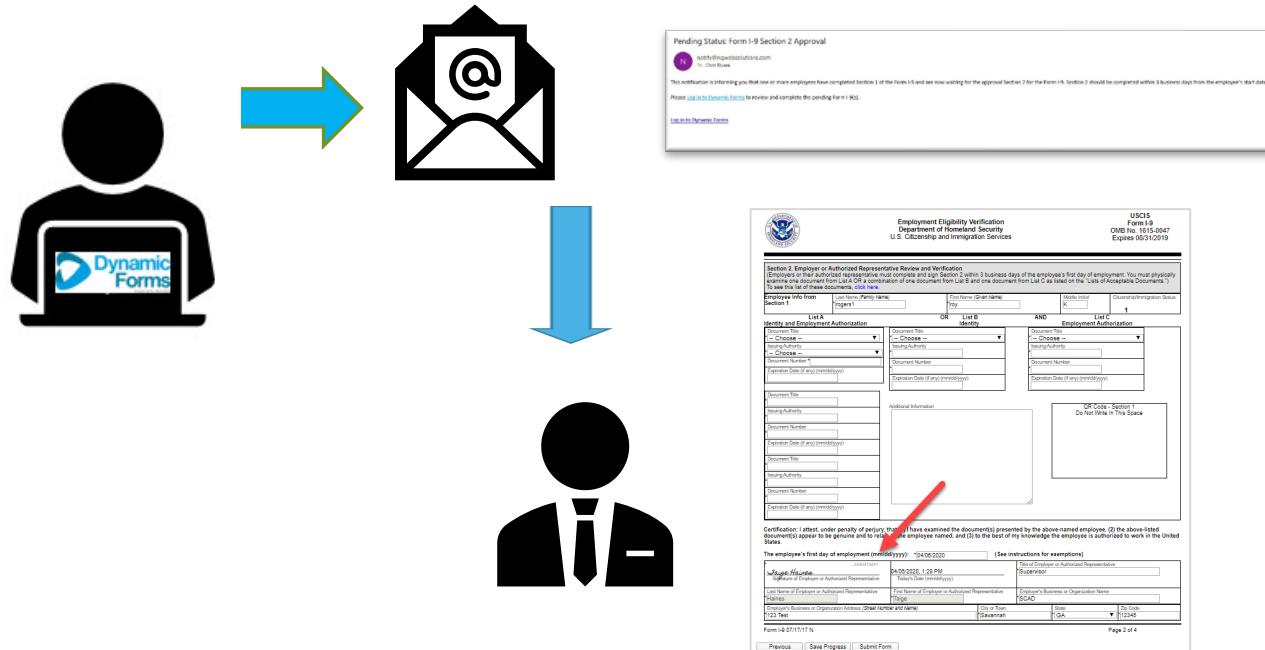
User Dashboard Updated – Workflow Completed!

➤ 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

Final Approval

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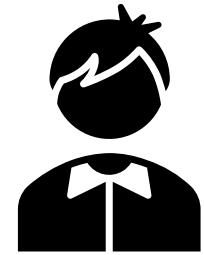
Hired

Next Step: Approved for Hire

Once you receive your hire approval email, contact your supervisor for next steps.

If this is your first job with Washington College, be sure to add your direct deposit information in the payroll section of Self-Service.

Questions?

Please contact the Student Employment Office:

Student_employment@washcoll.edu