On-Campus Supervisor Training
JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.
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, assists institutions to automate the job posting, application review, earnings calculations, and reporting process for employees, employers, and site administrators. The solutions also assist 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

Your JobX site has YOUR Institution’s look and feel

Your JobX site has YOUR Institution’s On-Campus Employers

Your JobX site has been configured to support YOUR Institution’s business processes
Training Agenda

Access JobX

Job Posting

Review & Hire Applicants

Approved for Hire

Viewing Student Information

Questions
Access JobX
Access JobX

Navigate to your school’s customized JobX Site.

Then click on the ‘Marquette Faculty or Staff’ link.

Marquette University JobX Site:
Link coming soon!
Click the ‘Request Login’ link.

NOTE: If you already had a JobConnection account, you do not need to request login. Please click "JobX Login" instead and proceed to slide 12.
On-Campus Employer Request Login

Complete Request Login Form.

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

Your Username is your checkMarq username (e.g. 9187jonest).
After access approval, click the ‘JobX Login’ link to login to the system.
Login utilizing your Marquette SSO ID and ‘Password’.
Job Posting
Edit an Existing Job Posting

BEFORE LISTING A JOB OR HIRING STUDENTS TO A JOB, ALWAYS UPDATE THE JOB AND REVIEW REQUIRED FIELDS
Edit a Job Posting

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’.
Federal Fund/Account

Example: 01-07550-00000-6065

- 01 - Fund Account
  - 01 for most jobs
  - 06 for research jobs
- 07550 – Responsibility Center (RC) Also known as Department Account Number
- 00000 – Restriction
  - 40000 are Current Funds
  - 80000 are Endowment Funds
  - 70000 are Grant Funds.
- 6065 – Natural
  - 6065 - For on-campus-FWS
    (Federal Work Study)
  - 6050 - For on-campus-MSE
    (Marquette Student Employment, previously SWO – Student Work Opportunity)
Review Required Fields

With the transition to JobX, the job posting contains new fields that were previously not available. Most of these new fields are required fields for posting a job.

Before requesting to ‘List’ an existing job, please go through the edit an existing job posting process to ensure all required fields are populated.

The required fields are indicated with a * on the job posting and with a red arrow in the screenshot to the left.
Create a New Job Posting

HOW DO I POST A JOB IN JOBX?
Create a Job Posting – Add a Job

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

Note: On-Campus MSE jobs are equivalent to “SWO – Student Work Opportunity” jobs in JobConnection
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.

You may choose to collect applications through JobX or not; however, choosing not to accept applications may limit your applicant pool by hindering students from using the ‘One click application process’ that is designed within the system.

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 must enter your Phone Number, E-Mail Address, and Location so an applicant can contact you.
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 1st 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.
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.
If you would like the student to be notified that a job that matches their preferences is available, select Yes, send JobMail, otherwise, select No.

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

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.
Review & Hire Applicant(s)
Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?
Manage Applications

You may hire an online applicant by clicking the ‘Applications’ link next to the job title.
Manage Applications

- 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

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

**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

- 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

- 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.
Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?
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.
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.
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’.
The Employee’s ID provided in their job application will be defaulted into the ID field.

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.

- This missing I9 and OSHA indicator is informational. You are able to proceed with hiring the student; however, please know that you'll need to send your new hire to Marquette Central on their start date with the JobX Placement form to complete required paperwork.

- 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.
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.
After submitting your hire request, you will be presented with a page to print the Job Placement form for the student. You may provide this in paper or PDF form. The student will use this form when completing pre-employment paperwork, e.g. I9s at Marquette Central.

- Click on the ‘Print Details’ button to view and print the hire record details.
- On the Hire Record Details, Click ‘Print this Page’ to provide a paper or PDF copy to the student. Then exit out of the Print Hire Record Details screen by closing out the browser tab or window.
- Alternatively, you can go to the View Student Awards and Hires section of this presentation for instructions on how to get this placement information after you’ve submit the hire.
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.
Approved for Hire
Next Step: Approved for Hire

-On the first date employment or within 72 hours after their start date, first time student employees with the university must come to Marquette Central Zilber Hall Room 121 to complete the Form I-9 and OSHA Hazard Communication Training. They will also receive information about completing the W-4 and signing up for Direct Deposit.

-Students may not complete the documentation before their official hire date in JobX. Please make sending new student employees to Marquette Central to complete their I-9 and new hire paperwork part of your first day onboarding.

-Before sending them to Marquette Central, ensure the students have the following:

- Original documentation (not copies) that verifies their identity and employment authorization. Please review the criteria and see the list of acceptable documents [here](#). International Students will also need to bring the following items: an unexpired passport, I-94 card, I-20 form, and confirmation for authorization to work on campus form from the Office of International Education.

- A printed copy of their JobX Placement Form. The JobX linked contact should provide this document for student employees. You can also email students this form, but please reinforce that they need it readily accessible when they come to complete their I-9.
Viewing Student Information
Ending a Hire
Ending a Hire
Timesheet X - > Timesheet Control Panel - > View Hires
Ending a Hire
Locate the hire and click on the hire’s name
Ending a Hire

Change the end date to today’s date and click submit.
Giving a Raise
Next Step: Approved for Hire

-Go through the “Ending a Hire” steps. Select the current hire you want to give the raise to.

-End-date the student’s hire the day before you want the raise to go in effect.
  ◦ NOTE: It is a little cleaner to have this end date fall on the last day of the two-week payroll cycle

-Hire the student starting the day you want the raise to go in effect. See section on “Hiring Applicants” for more details.
View Student Earnings

WHERE CAN I SEE STUDENT EARNINGS?
View Earnings Information

- From the 'TimesheetX' menu item click the 'Timesheet Control Panel’ function at the top of your screen.
Click on the 'View Hires' for the job that you want to view student earnings.
View Earnings Information

- Click on ‘All time sheets’ to view the student’s timesheets.

- Click on ‘All time sheets’ to view the student’s earnings.
Search Student Awards & Hires

WHERE CAN I SEE STUDENT AWARDS & HIRES?
To quickly view student’s award and hires, click the ‘Search Student Awards & Hires’ feature on the TimesheetX menu at the top of the screen.
Search Student Awards & Hires

- Type the employee’s first name, last name or Employee ID, then click the ‘Find Employees’ button.
- Next, click the Employee’s name to access their information.
Search Student Awards & Hires

- I9 and OSHA information is available on this screen
- To view current, future, or past awards and hires use the ‘Display’ drop down menu to select your desired results.
Questions?

Please contact **Student Employment Services** at:

studentemployment@marquette.edu