



MARQUETTE  
UNIVERSITY

**BE THE DIFFERENCE.**



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

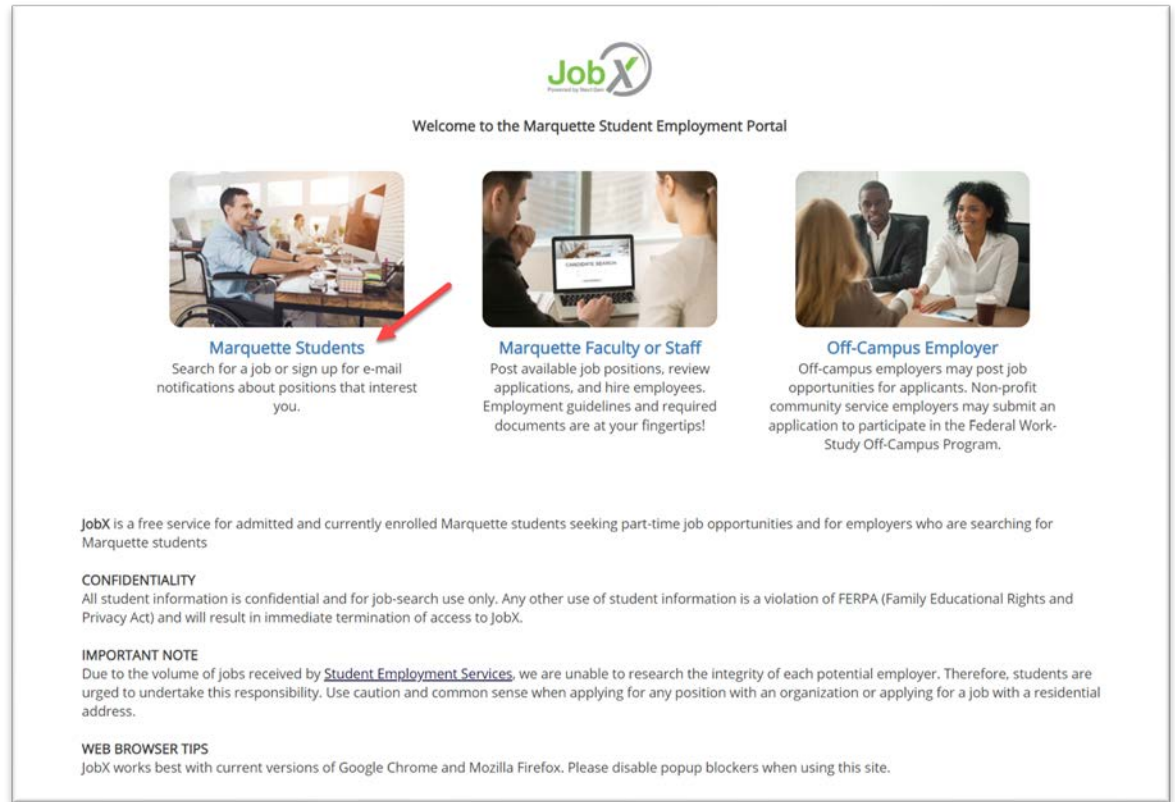


# Login to JobX

# Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Marquette Students' link to access the area of your choice.



**JobX**  
Powered by NextGen

Welcome to the Marquette Student Employment Portal

**Marquette Students**  
Search for a job or sign up for e-mail notifications about positions that interest you.

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

**Off-Campus Employer**  
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

JobX is a free service for admitted and currently enrolled Marquette students seeking part-time job opportunities and for employers who are searching for Marquette students

**CONFIDENTIALITY**  
All student information is confidential and for job-search use only. Any other use of student information is a violation of FERPA (Family Educational Rights and Privacy Act) and will result in immediate termination of access to JobX.

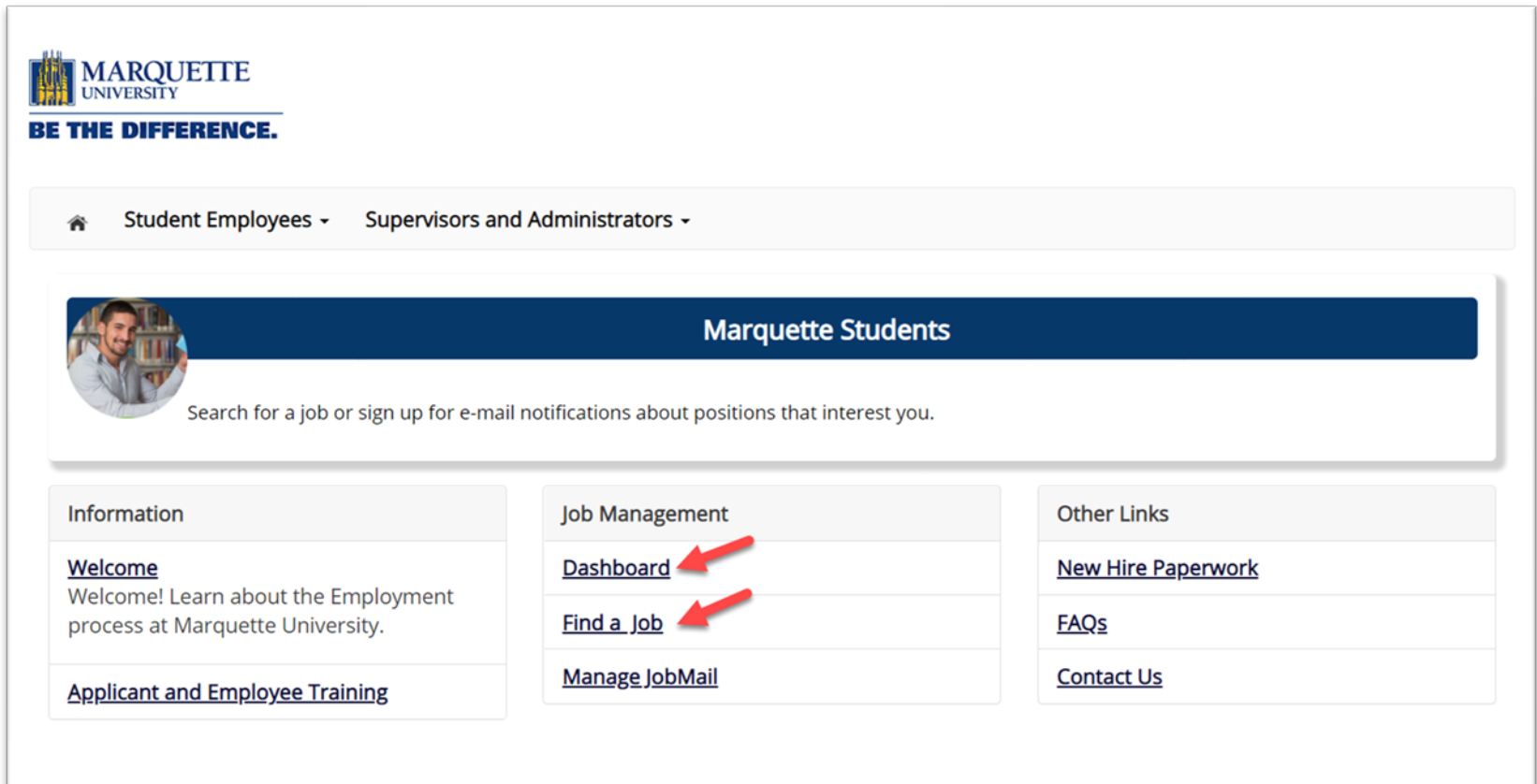
**IMPORTANT NOTE**  
Due to the volume of jobs received by [Student Employment Services](#), we are unable to research the integrity of each potential employer. Therefore, students are urged to undertake this responsibility. Use caution and common sense when applying for any position with an organization or applying for a job with a residential address.

**WEB BROWSER TIPS**  
JobX works best with current versions of Google Chrome and Mozilla Firefox. Please disable popup blockers when using this site.

**Marquette University JobX Site:  
Link coming soon!**

# How to Login to JobX

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



The screenshot shows the Marquette University JobX portal. At the top left is the Marquette University logo with the tagline "BE THE DIFFERENCE." Below this is a navigation bar with a home icon, "Student Employees" with a dropdown arrow, and "Supervisors and Administrators" with a dropdown arrow. The main content area features a dark blue header for "Marquette Students" with a circular profile picture of a man. Below the header is a search prompt: "Search for a job or sign up for e-mail notifications about positions that interest you." The page is divided into three columns of links. The first column, "Information", contains "Welcome" (with a sub-description: "Welcome! Learn about the Employment process at Marquette University.") and "Applicant and Employee Training". The second column, "Job Management", contains "Dashboard" (with a red arrow pointing to it), "Find a Job" (with a red arrow pointing to it), and "Manage JobMail". The third column, "Other Links", contains "New Hire Paperwork", "FAQs", and "Contact Us".





## Sign in

Email, phone, or Skype

[Can't access your account?](#)

Back

Next

Need help? Contact the Marquette University IT Services Help Desk at (414) 288-7799.



Sign-in options

# Student Employee Login to JobX

Login utilizing your Marquette SSO ID and 'Password'.





# 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 Student home page.

**MARQUETTE UNIVERSITY**  
**BE THE DIFFERENCE.**

Student Employees ▾ Supervisors and Administrators ▾

**Marquette Students**

Search for a job or sign up for e-mail notifications about positions that interest you.

**Information**

- [Welcome](#)  
Welcome! Learn about the Employment process at Marquette University.
- [Applicant and Employee Training](#)

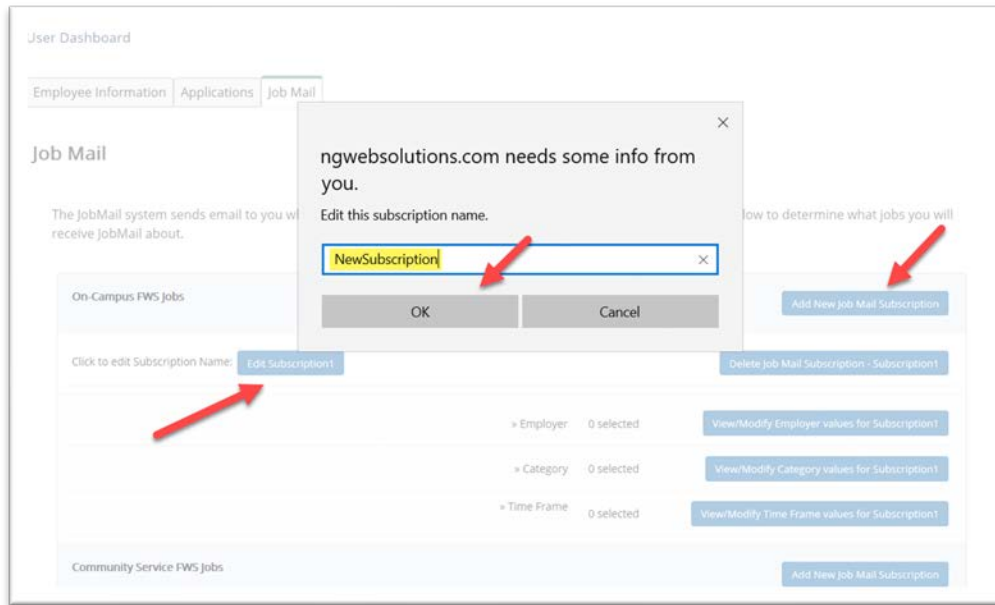
**Job Management**

- [Dashboard](#)
- [Find a Job](#)
- [Manage JobMail](#)

**Other Links**

- [New Hire Paperwork](#)
- [FAQs](#)
- [Contact Us](#)

# 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

Choose Employer(s) Close

**Selected Items** [Remove All Options]

Click [remove] to remove an item to the list  
*None selected*


**Available Items** [Add All Options]

Click [add] to add an item to the list

- Academic Computing [add]
- Center [add]
- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Admissions - Health [add]

Click Done when complete

**[Done]**



User Dashboard

Employee Information Applications **Job Mail**

## Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

*Changes must be saved to take effect.* Save Subscription(s)

**On-Campus FWS Jobs** Add New Job Mail Subscription


Click to edit Subscription Name: Edit NewSubscription Delete job Mail Subscription - NewSubscription

» Employer	3 selected	<i>modified</i>	<span>View/Modify Employer values for NewSubscription</span>
» Category	1 selected	<i>modified</i>	<span>View/Modify Category values for NewSubscription</span>
» Time Frame	2 selected	<i>modified</i>	<span>View/Modify Time Frame values for NewSubscription</span>

**Community Service FWS Jobs** Add New Job Mail Subscription

*There are no subscriptions for this job type.*

*Changes must be saved to take effect.* Save Subscription(s)



➤ Click 'add' next to each item you wish to add to your JobMail subscription.

# Configure your JobMail Subscription

The screenshot displays the 'Choose Employer(s)' modal window. Under 'Selected Items', 'Academic Computing Center' is listed with a '[remove]' button. Under 'Available Items', a list of departments is shown, each with an '[add]' button. The main interface shows the 'Job Mail' tab, a 'Save Subscription(s)' button, and a table of subscriptions. The 'NewSubscription' row is highlighted, showing 'Employer: 3 selected', 'Category: 1 selected', and 'Time Frame: 2 selected'. Red arrows point to the 'View/Modify' buttons for each of these fields.

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

# Configure your JobMail Subscription

The screenshot displays the 'User Dashboard' with a 'Job Mail' section. A modal window titled 'Choose Employer(s)' is open, showing a list of 'Selected Items' and 'Available Items'. A red arrow points to the '[Done]' button at the bottom of the modal.

**User Dashboard**

Employee Information Applications **Job Mail**

### Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions to receive JobMail about.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

#### On-Campus FWS Jobs

Click to edit Subscription Name: [Edit NewSubscription](#)

» Employer **3 selected** *modified*

» Category **1 selected** *modified*

» Time Frame **2 selected** *modified*

#### Community Service FWS Jobs

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

#### Choose Employer(s)

**Selected Items** [\[Remove All Options\]](#) [Close](#)

Click [remove] to remove an item to the list

Academic Computing Center - [\[remove\]](#)

**Available Items** [\[Add All Options\]](#)

Click [add] to add an item to the list

Academic Computing Center - Warrington [\[add\]](#) ^

Academic Programs - Milton Campus [\[add\]](#)

Admissions - Milton [\[add\]](#)

Admissions - Warrington [\[add\]](#)

Admissions and Information Center [\[add\]](#)

Admissions, Health Programs [\[add\]](#)

Adult Basic Education [\[add\]](#) v

Click Done when complete

**[Done]**

- When you're finished adding search criteria, click 'Done'.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).



# Configure your JobMail Subscription

User Dashboard

Employee Information Applications **Job Mail**

## Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

*Changes must be saved to take effect.* [Save Subscription\(s\)](#)

**On-Campus FWS Jobs** [Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer 3 selected *modified* [View/Modify Employer values for NewSubscription](#)

» Category 1 selected *modified* [View/Modify Category values for NewSubscription](#)

» Time Frame 2 selected *modified* [View/Modify Time Frame values for NewSubscription](#)

**Community Service FWS Jobs** [Add New Job Mail Subscription](#)

*There are no subscriptions for this job type.*

*Changes must be saved to take effect.* [Save Subscription\(s\)](#)

- Click one of the 'Save Subscription(s)' buttons to save your subscription.



# Find a Job

# Quick Search

The screenshot shows the Marquette University job search portal. At the top left is the Marquette University logo with the tagline "BE THE DIFFERENCE." At the top right, it says "Welcome, Roy a Rogers1 | [Logout](#)". Below the logo is a navigation menu with "Student Employees -" and "Help -". A dropdown menu is open under "Student Employees -", showing "My Dashboard" and "Find a Job". Below the menu is a search bar with "Find a Job" text. Underneath the search bar is an "Instructions" box with an information icon and the text: "Choose from the quick search options below or click on the 'Advanced Search' button for more options." Below the instructions are two buttons: "Quick Search" and "Advanced Search". At the bottom, there is a section titled "Select a quick search." containing ten buttons: "On-Campus FWS Jobs", "On Campus Marquette Student Employment", "Off-Campus FWS Jobs", "Off-Campus JLD Jobs", "Most Hours per Week", "Fewest Hours per Week", "Jobs by Department", "Show All Active Jobs", and "25 Most Recently Posted Jobs".

- Click the 'Find a Job' function from the Student 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 FWS, Off-Campus FWS Jobs, On-Campus MSE, etc.)
  - ❖ Keyword(s) Search
  - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

Employees - Help -

Find A Job

Instructions  
Select Advanced search options, and click search  
[ Run a New Search ]

Quick Search Advanced Search

Job Type(s):  
 On-Campus FWS Jobs  Off-Campus FWS Jobs  On-Campus Non-FWS Jobs  Off-Campus Non-FWS Jobs  Internship Jobs  
Update Job Type

Narrow your search with the following options.  
Selecting none for any search criteria implies all.

Keyword(s):

Click  and  to expand and collapse search criteria.

+/- Categories  
Select Job Category (Up to 3):  
Select Category 1...  
Select Category 2...  
Select Category 3...

+/- Employers  
Select Job Employer (Up to 3):  
Select Employer 1...  
Select Employer 2...  
Select Employer 3...

+/- Time Frames  
Select Time Frame(s):  
 Academic Year

+/- Wage  
Greater than:  
Doesn't Matter

+/- Hours per Week  
Between Doesn't matter and Doesn't matter

Search



# Apply for a Job

# Disclaimer Statements

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.

**MARQUETTE UNIVERSITY**  
**BE THE DIFFERENCE.**

Student Employees - Supervisors and Administrators -

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 JLD Jobs**  
**CONFIDENTIALITY**  
All student information is confidential and for job-search use only. Any other use of student information is a violation of FERPA (Family Educational Rights and Privacy Act) and will result in immediate termination of access to JobConnection.

**IMPORTANT NOTE**  
Due to the volume of jobs received by Student Employment Services, we are unable to research the integrity of each potential employer. Therefore, students are urged to undertake this responsibility. Use caution and common sense when applying for any position with an organization or applying for a job with a residential address.

**Disclaimer: On-Campus FWS Jobs**  
**CONFIDENTIALITY**  
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**IMPORTANT NOTE**  
Due to the volume of jobs received by Student Employment Services, we are unable to research the integrity of each potential employer. Therefore, students are urged to undertake this responsibility. Use caution and common sense when applying for any position with an organization or applying for a job with a residential address.

**Disclaimer: On-Campus MSE Jobs**  
**CONFIDENTIALITY**  
All student information is confidential and for job-search use only. Any other use of student information is a violation of FERPA (Family Educational Rights and Privacy Act) and will result in immediate termination of access to JobConnection.

**IMPORTANT NOTE**  
Due to the volume of jobs received by Student Employment Services, we are unable to research the integrity of each potential employer. Therefore, students are urged to undertake this responsibility. Use caution and common sense when applying for any position with an organization or applying for a job with a residential address.

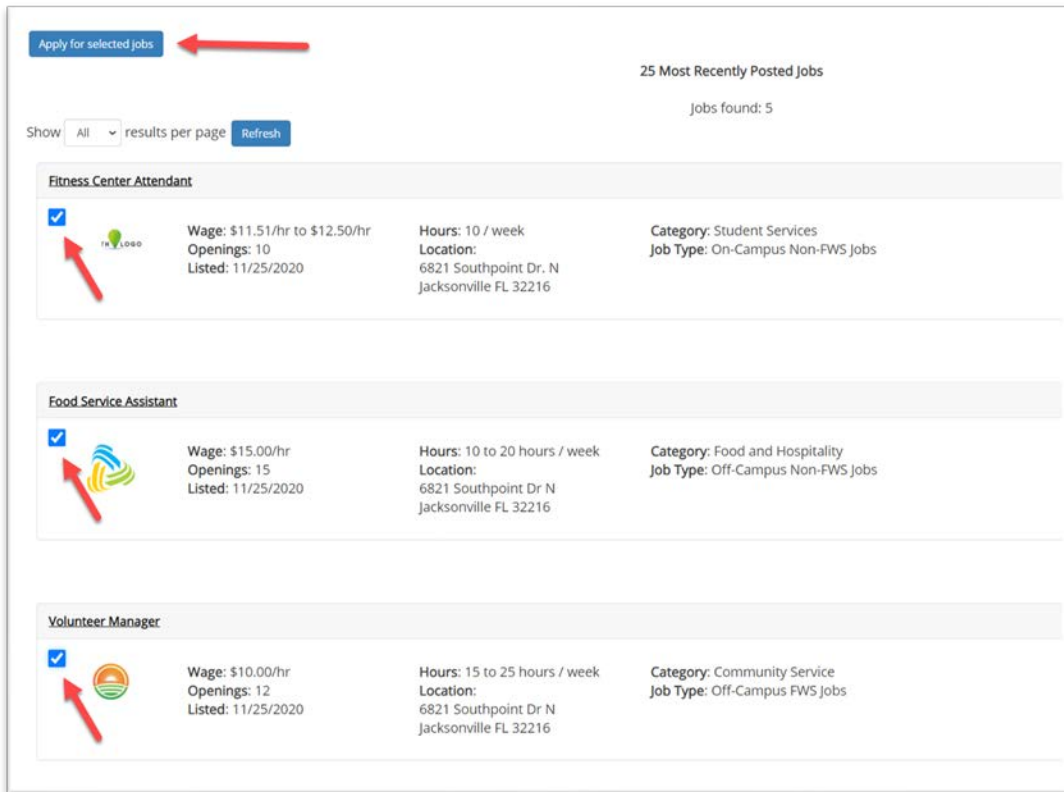
**Disclaimer: Off-Campus PWS Jobs**  
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**IMPORTANT NOTE**  
Due to the volume of jobs received by Student Employment Services, we are unable to research the integrity of each potential employer. Therefore, students are urged to undertake this responsibility. Use caution and common sense when applying for any position with an organization or applying for a job with a residential address.



# Apply for a Job! With One Click

- Simply **click the box** next to the jobs you wish to submit an application.
- Then, **click the 'Apply for Selected Jobs'** button.



The screenshot displays a job listing interface. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. To the right of this button, the text "25 Most Recently Posted Jobs" and "Jobs found: 5" is visible. Below this, there are three job cards, each with a checkbox and a red arrow pointing to it. The first job card is for "Fitness Center Attendant", the second is for "Food Service Assistant", and the third is for "Volunteer Manager". Each card includes details such as Wage, Openings, Listed date, Hours, Location, Category, and Job Type.

Job Title	Wage	Openings	Listed	Hours	Location	Category	Job Type
Fitness Center Attendant	\$11.51/hr to \$12.50/hr	10	11/25/2020	10 / week	6821 Southpoint Dr. N Jacksonville FL 32216	Student Services	On-Campus Non-FWS Jobs
Food Service Assistant	\$15.00/hr	15	11/25/2020	10 to 20 hours / week	6821 Southpoint Dr N Jacksonville FL 32216	Food and Hospitality	Off-Campus Non-FWS Jobs
Volunteer Manager	\$10.00/hr	12	11/25/2020	15 to 25 hours / week	6821 Southpoint Dr N Jacksonville FL 32216	Community Service	Off-Campus FWS Jobs

# Job Application

**nextgen**  
WEB SOLUTIONS

Employees - Help -

Apply To Job

**Instructions**  
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.  
**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

By submitting the application below, you will be applying for the following jobs:

Fitness Center Attendant - STUDENT RECREATION  
Food Service Assistant  
Volunteer Manager - Communities In Schools

**General**

First name \*

Middle name \*

Last name \*

Email  
Please use your institutional email address (if you have one) \*  \* (re-enter to confirm)

Employee ID \*

Please mark all skills below considered to be strengths. \*

HTML  
 Java  
 MS Excel  
 MS Office  
 MS PowerPoint  
 MS Word

Resume  No file chosen

Please explain why you believe you're the best candidate for this job. \*

**References**

Please do not provide any immediate family members or relatives as a reference below.

Reference Name

Reference Email

- 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

✔ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data.

## Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

➤ Your application is successfully submitted when you receive the Congratulations message.

# Jobs Without JobX Applications

If you are unable to select a job for the **One Click** 'Apply for selected jobs' process, you will need to click on the job title and following the application instructions on the job.

Certain jobs are posted by external employers and have specific application requirements that are outside JobX application process.

The screenshot displays a job listing interface with the following details:

- Apply for selected jobs** (button)
- 25 Most Recently Posted Jobs**
- Jobs found: 25
- Show: All results per page Refresh

Job Title	Employer	Wage	Hours	Location	Category	Job Type
<input checked="" type="checkbox"/> <b>Brew Cafe's Barista</b>	AMU ADMINISTRATION (54)	\$8.00/hr to \$0.00/hr Openings: 10 Listed: 07/20/2021	0 / week		Food Service/Bartender/Server	On-Campus FWS Jobs
<input type="checkbox"/> <b>Administrative/Financial Office Assistant</b>	AMU ADMINISTRATION (54)	See job details. Openings: 10 Listed: 07/13/2021	0 / week		Other	On-Campus FWS Jobs
<input checked="" type="checkbox"/> <b>Test Off-Campus FWS Job - 07/01/21</b>	MILWAUKEE COUNTY D.A. (910)	\$8.90/hr Openings: 4 Listed: 07/01/2021	5 to 18 hours / week	6821 Southpoint Dr N Jacksonville FL 32216	Accounting/Finance	Off-Campus FWS Jobs
<input checked="" type="checkbox"/> <b>Test On-Campus MSE Job - 07/01/21</b>	STUDENT AFFAIRS (3185)	\$9.50/hr Openings: 1 Listed: 07/01/2021	10 / week	6821 Southpoint Dr. N Jacksonville FL 32216	Grounds/Trucking	On-Campus MSE Jobs



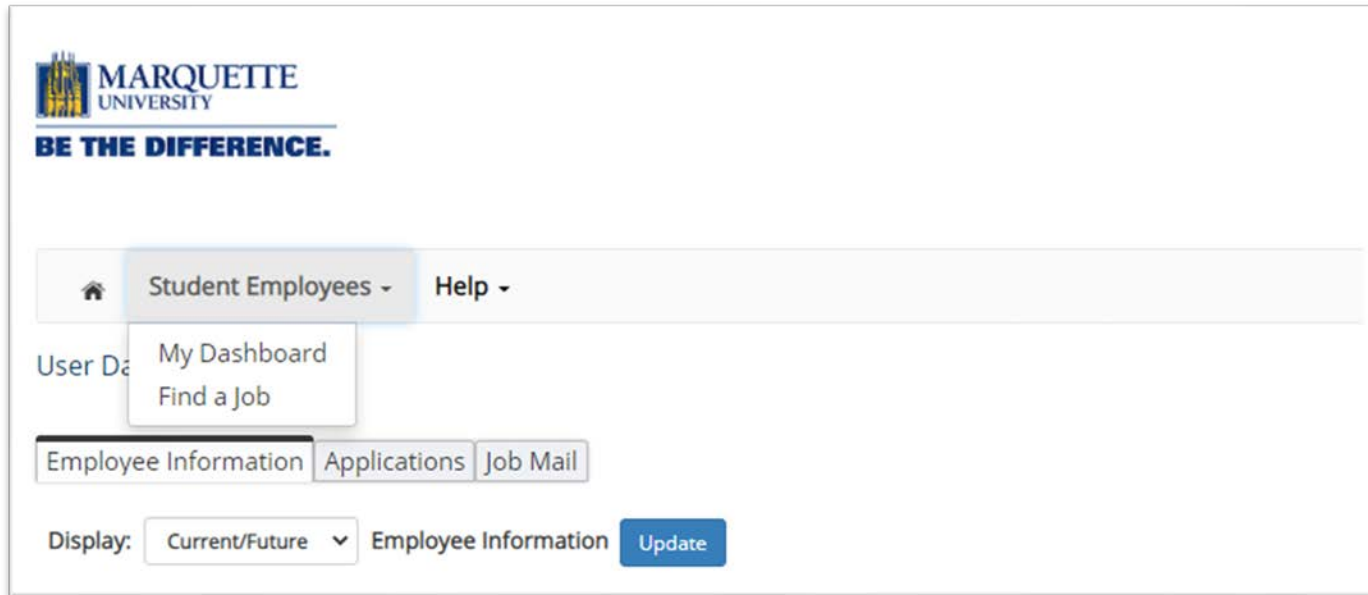
# My Dashboard

# 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



- To access your 'My Dashboard' feature, **click** the 'My Dashboard' 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: Eligibility Details

User Dashboard

Employee Information Applications Job Mail

### Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
I9 Date	
I9 Expired Date	
OSHA?	Yes

### Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Help Desk Assistant</a>	MANAGEMENT INFORMATION SYSTEMS	\$8.50	11/01/2020	05/31/2021	Test On-Campus Supervisor	Active
<a href="#">Admission Representative</a>	ADMISSIONS	\$9.00	08/20/2018	05/11/2019	Test On-Campus Supervisor	Active

### Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Peer Advisor</a>	CAREER SERVICES	\$12.51	08/01/2020	05/31/2021	Test On-Campus Supervisor	Pending Approval

➤ My dashboard provides you with information about your Form I-9 and OSHA statuses.

# My Dashboard: Application

Employee Information Applications Job Mail

Display 1 Year of Application Data.

## Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

- '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

Employee Information Applications Job Mail


Display: Current/Future Employee Information

### Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test On-Campus FWS Jobs - 052020</a>	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

### Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)



- 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.





# Hired

# Next Step: Approved for Hire

- All **new employees** are required to complete paperwork, the final step of the hiring process, upon securing an on-campus job or an off-campus community service job.
- You may not complete the documentation before your official hire date in JobX.
- On the first date employment or within 72 hours after your start date, the new employees will 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**.
- When coming to Marquette Central, please bring a copy of the JobX Placement form that your employer will give you and **original (not copies of) documentation that verifies your identity and employment authorization**.
- The List of Acceptable Documents describes what meets these criteria. International Students will also need to bring the following items to Zilber Hall: unexpired passport, I-94 card, I-20 form, and confirmation for authorization to work on campus form from the Office of International Education.

# Questions?

Please contact **Student Employment**

**Services** at:

**[studentemployment@marquette.edu](mailto:studentemployment@marquette.edu)**

or call us at: **414-288-4000.**

