Student Training
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.

Marquette University JobX Site:
https://marquette.studentemployment.ngwebsolutions.com/
How to Login to JobX

**Step 1:** Click ‘Dashboard’ for access to your Hires or ‘Find a Job’ link to search for a job.
Login utilizing your Marquette SSO ID and ‘Password’.
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.
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’ 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’.
Configure your JobMail Subscription

- 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

- Click one of the ‘Save Subscription(s)’ buttons to save your subscription.
Find a Job
Quick Search

- 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
Apply for a Job
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.
- Then, **click** the ‘Apply for Selected Jobs’ button.
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’.
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.
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**
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

- My dashboard provides you with information about your Form I-9 and OSHA statues.
‘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 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
or call us at: 414-288-4000.