



MARQUETTE  
UNIVERSITY

**BE THE DIFFERENCE.**



# 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, 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

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Access JobX

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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.

**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:

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



# On-Campus Employer Request Login

Click the 'Request Login' link.

**NOTE:** If you already had a JobConnection account, you do not need to request log in. Please click "JobX Login" instead and proceed to slide 12.

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Student Employees ▾ Supervisors and Administrators ▾

Marquette Faculty or Staff

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

Information

- [Supervisor Manual](#)
- [Supervisor Training Materials](#)
- [New Hire Responsibilities](#)

Employer Tools

- [JobX Login](#)
- [Request Login](#)
- [Contact Us](#)

Only if you didn't have a JobConnection account

# 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).

**Request Permission To Use This Site**

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 \*

Middle Name

Last Name \*

MUID \*

Username \*   
Your user name is your checkMarq user name (e.g. 9187jonest)

Full Email Address \*   
Example: jonest@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password \*  Enter Password:   
\* Passwords are case sensitive. Re-Enter Password:

Please choose the employer for which you work from the list below.

Employer

Job Title

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 have 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

# On-Campus Employer JobX Login

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

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Student Employees ▾ Supervisors and Administrators ▾

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**Information**

- [Supervisor Manual](#)
- [Supervisor Training Materials](#)
- [New Hire Responsibilities](#)

**Employer Tools**

- [JobX Login](#)
- [Request Login](#)
- [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

# On-Campus Employer Login to JobX

Login utilizing your Marquette SSO ID and 'Password'.



# Job Posting

# Edit an Existing Job Posting

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

# Edit a Job Posting

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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](#)

[Add a Job](#)

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

**Fitness Center Attendant**

Job Id: 4496 Status: Pending Approval  
Contact Person: Test On-Campus Supervisor Location: 6821 Se  
Wage: \$11.51 - \$12.50 /hr FL 3221

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'**.

# 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)



**Update Job Profile:**  
Due to your security level, you may make any changes to the job, and they will take effect immediately.

**Job Title \***

**Job Category \***

**Job Description \***  
Handle confidential materials/information, answer calls and route as necessary, open mail and distribute as necessary, occasional word processing, greet visitors, copy and distribute materials on campus, file and run errands.

**Qualifications**  
Must possess a knowledge of Microsoft Office applications. Strong organizational skills needed.

**Soft Skills**

**Technical Skills**

**Number of Openings \***

**Hours per Week**  to

**Pay Type \***

**Hourly Wage**

**Wage Category**

**Duration Salary**

**Work Schedule**

**Time Frame \***

**Expected Employment Start Date**

**Expected Employment End Date**

**Application Instructions**

**Online Application Address**

**Fund Type \***

**Federal Fund / Account \***

**Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.**

**Primary Contact Person \***

Select a contact and the Data below will prefix from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

**Phone Number \***

**Fax Number**

**Email \***

**Address \***

**Secondary Contact People**

**Company/Department Logo**  No file chosen  
This will be displayed on the job listing.

**Is this job considered Community Service?**

**CommunityServiceType**

**Are shared wages used for this job?**

**What is the FWS Wage Percentage?**

**What is the Employer/Agency Percentage?**

# 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

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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.

The screenshot displays the Marquette University HR system interface. At the top left is the Marquette University logo and the slogan "BE THE DIFFERENCE." The user is logged in as "Test On-Campus Supervisor" and has a "Logout" link. A navigation menu includes "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help".

The main area is titled "Job Control Panel". It features a sidebar on the left with filters for "Employer Name", "Job Status" (Listed Jobs (2), Pending Approval (0), Review Mode (0), Storage Mode (0)), "Job Type", and "My Jobs" (Show My Jobs Only). The main content area shows "Result Filters: Employer: All Available" and a "Reset Filters" link. A prominent blue "Add a Job" button is highlighted with a red arrow. Below this are search and action controls, including a search box, a "Search" button, a "Select/Deselect All" checkbox, a "Show 25 results per page" dropdown, and a "1 to 2 of 2" pagination control. Two job listings are visible:

Job Title	Applications	Employer
<b>Student Office Assistant</b>	Applications: <a href="#">0 (0 New)</a>	Employer: ALUMNI RELATIONS
<input type="checkbox"/> Job Id: 4495 Contact Person: Test On-Campus Supervisor Wage: \$9.51 - \$11.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/17/20 Job Type: On-Campus Non-FWS Jobs Actions
<b>Help Desk Assistant</b>	Applications: <a href="#">0 (0 New)</a>	Employer: MANAGEMENT INFORMATION SYSTEMS
<input type="checkbox"/> Job Id: 4494 Contact Person: Test On-Campus Supervisor Wage: \$8.50 - \$10.50 /hr	Status: Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 11/18/20 Job Type: On-Campus FWS Jobs Actions

At the bottom right, there is another "1 to 2 of 2" pagination control.

# Create a Job Posting - Department

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Student Employees - JobX - TimesheetX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help

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

2040 LOFTS (2722)

27TH STREET HAUNTED HOUSE (2349)

360 PERSONAL SERVICES LLC (2628)

50 PLUS NEWSMAGAZINE (3255)

600 EAST CAFE (3216)

7-ELEVEN (3066)

Go to next step

NG WebSolutions, LLC, Jacksonville, FL  
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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 permissions to post for one department, please proceed to the next slide.

# Create a Job Posting – Job Type

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

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

You are adding a brand new job to the web site for:  
Employer: MANAGEMENT INFORMATION SYSTEMS [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 FWS Jobs  
On-Campus MSE Jobs

Go to next step

NG WebSolutions, LLC, Jacksonville, FL Phone: 904.332.9001  
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# Create a Job Posting – Complete Job Posting Template

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.

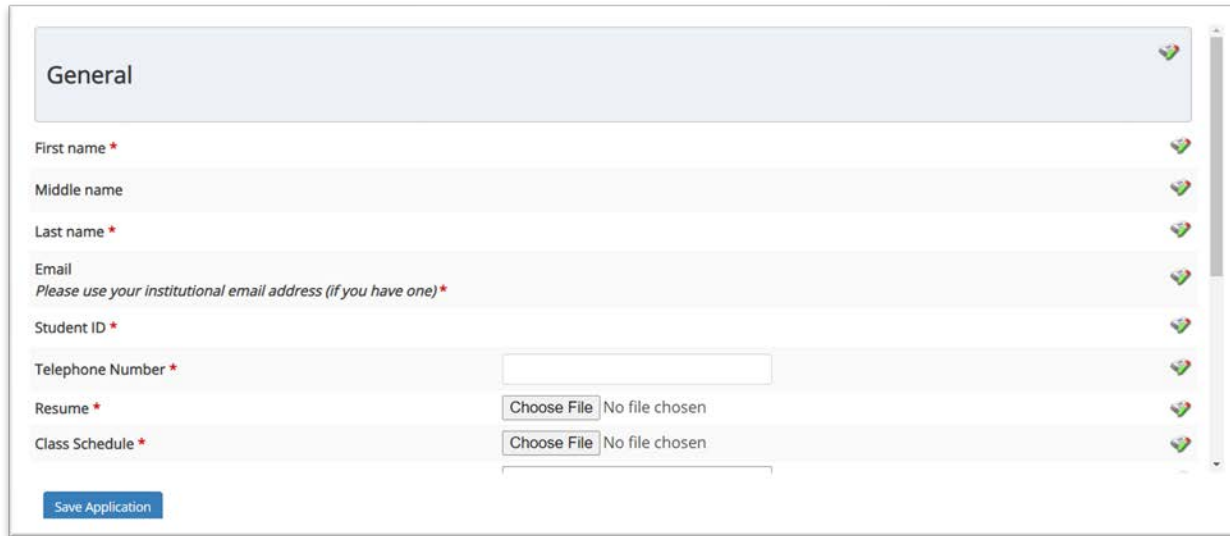
Lastly, click ‘**Submit**’ to continue the next steps in the process.

**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.

The screenshot shows a web form for creating a job posting. At the top, it indicates the current step: '>> Step 1: Supply Job Profile Information >> Step 2: Review Job Application >> Step 3: Go Live'. The form includes the following fields and sections:

- Job Category \***: A dropdown menu with 'Choose one...' selected.
- Job Title \***: A text input field.
- Job Description \***: A rich text editor with a toolbar.
- Job Requirements \***: A rich text editor with a toolbar.
- Number of Available Openings \***: A text input field.
- Hours per Week**: A dropdown menu with '10.0' selected and 'Same' as an option.
- Time Frame for this job**: A dropdown menu with 'Choose one...' selected.
- Base pay rate: \***: A dropdown menu with 'Choose one...' selected.
- Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.**: A blue highlighted instruction bar.
- Primary Contact Person \***: A dropdown menu with 'Choose one...' selected.
- Phone Number \***: A text input field.
- Email \***: A text input field.
- Location \***: A text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for 'Yes' (selected) and 'No'.
- Company/Department Logo**: A file upload field with 'Choose File' and 'No file chosen'.
- Submit**: A blue button at the bottom.

# Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields and options:

- First name \*
- Middle name
- Last name \*
- Email  
*Please use your institutional email address (if you have one) \**
- Student ID \*
- Telephone Number \*
- Resume \* (Choose File No file chosen)
- Class Schedule \* (Choose File No file chosen)

A "Save Application" button is located at the bottom left of the form.

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'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below this is the 'Application Behavior' section, which includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. Below this are 'Other flags' with checkboxes for 'Application input is required' and 'Prefill this question from previous answer?'. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. At the bottom of the form is an 'Add Question' button. Red arrows point to the 'Question Type' dropdown, the 'Application Section' dropdown, the 'Application input is required' checkbox, the 'Where To Add This Question?' dropdown, and the 'Add Question' button.



# 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!](#)

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.

# 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!](#)

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

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.

The screenshot displays the Marquette University Job Control Panel. At the top, the Marquette University logo and tagline "BE THE DIFFERENCE." are visible. The user is logged in as "Test On-Campus Supervisor". The navigation menu includes "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help".

The "Job Control Panel" section shows the following details:

- Result Filters:** Employer: All Available, Job Status: Pending Approval, [Reset Filters](#)
- Buttons:** Add a job, Search (with search input), -- Select Action Below --, Apply Action
- Display Options:** Show 25 results per page, 1 to 1 of 1
- Job List:** A table with one entry: "Fitness Center Attendant" under the employer "STUDENT RECREATION". The job details include Job Id: 4496, Contact Person: Test On-Campus Supervisor, Wage: \$11.51 - \$12.50 /hr, Status: Pending Approval, Location: 6821 Southpoint Dr. N Jacksonville, FL 32216, and Job Type: On-Campus Non-FWS Jobs. An "Actions" dropdown is present for this job.

Two red arrows point to the "Pending Approval (1)" checkbox in the "Job Status" filter and the "Status: Pending Approval" text in the job details table.



# Review & Hire Applicant(s)

# Manage Applications

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HOW DO I REVIEW APPLICATIONS FOR MY JOB  
POSTING?

# Manage Applications

The screenshot displays the Marquette University Job Control Panel. At the top left is the Marquette University logo and the slogan "BE THE DIFFERENCE." The top right shows the user "Welcome, Test On-Campus Supervisor" with a "Logout" link. A navigation menu includes "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help".

The main content area is titled "Job Control Panel" and features a "Result Filters" section with "Employer: All Available" and a "Reset Filters" link. Below this are buttons for "Add a Job", a search box for "Search Title, Description", and an "Apply Action" button. A "Select/Deselect All" checkbox and a "Show 25 results per page" dropdown are also present. A pagination bar shows "1 to 6 of 6" with navigation arrows.

Two job listings are shown:

- Student Office Assistant** (Applications: 2 (2 New)) - Employer: ALUMNI RELATIONS  
Job Id: 4495, Status: Listed, Listed: 11/17/20, Job Type: On-Campus Non-FWS Jobs  
Contact Person: Test On-Campus Supervisor, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Wage: \$9.51 - \$11.50 /hr
- Help Desk Assistant** (Applications: 2 (2 New)) - Employer: MANAGEMENT INFORMATION SYSTEMS  
Job Id: 4494, Status: Listed, Listed: 11/18/20, Job Type: On-Campus FWS Jobs  
Contact Person: Test On-Campus Supervisor, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Wage: \$8.50 - \$10.50 /hr

A red arrow points to the "Applications: 2 (2 New)" link for the Student Office Assistant job.

- You may hire an online applicant by clicking the 'Applications' link next to the job title.

# 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 | << < > >> |    -- Select Action Below --    [Apply Action](#)

	<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!	🚩		<a href="#">Resume</a>	940.00	<a href="#">🔍</a>	<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!	🚩		<a href="#">Resume</a>	2500.00	<a href="#">🔍</a>	<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

Select/Deselect All Show 25 results per page 1 to 6 of 6 |<< < > >>|

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	Ⓟ	Greeted	<a href="#">Resume</a>	1000.00	
<input checked="" type="checkbox"/> Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	Ⓟ		<a href="#">Resume</a>		

Actions

- 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

[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.

Rogers1, Roy [royrogers1@ngwebsolutions.com]

New!  Rogers2, Ted [tedrogers2@ngwebsolutions.com]

New!  Rogers3, Frank [frankrogers3@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** 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.

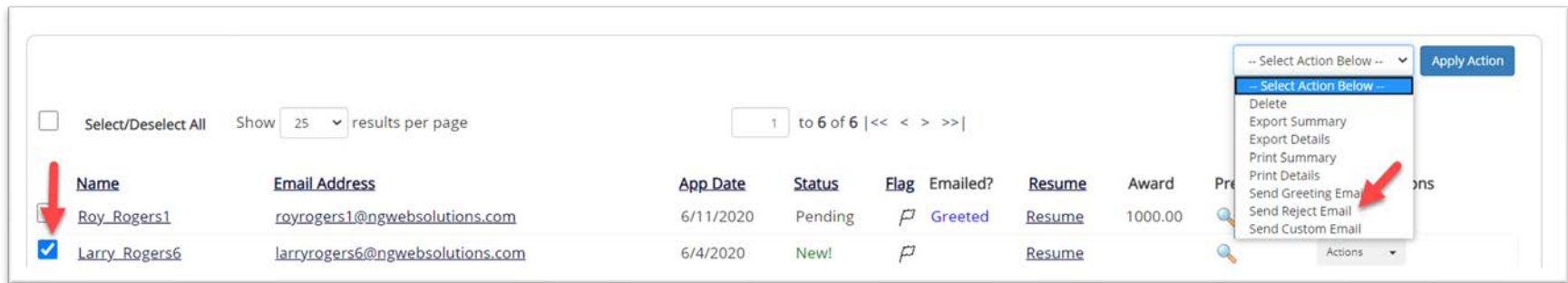
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in 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 shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, 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 Reject Email' option in a dropdown menu that is open over the 'Pre' column of the second row. The dropdown menu also includes options like 'Delete', 'Export Summary', 'Print Summary', and 'Send Greeting Email'. An 'Apply Action' button is visible to the right of the dropdown.

<input type="checkbox"/>	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.

[Click here to return to reviewing applications.](#)

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.

<input type="checkbox"/>	<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]

**To**

*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 - job NOT Available

**Body**

# Hire Applicants

---

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

# Hire an Applicant – Select Applicant

The screenshot displays the Marquette University HR system interface. At the top left is the Marquette University logo with the tagline "BE THE DIFFERENCE." and a navigation menu including "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The user is logged in as "Test On-Campus Supervisor".

The main content area is titled "Job Control Panel" and features a "Result Filters" section with "Employer: All Available" and a "Reset Filters" link. Below this are search and action controls: "Add a Job", a search box for "Title, Description", and a "Search" button. There are also "Select/Deselect All" checkboxes, a "Show 25 results per page" dropdown, and a pagination control showing "1 to 6 of 6" results.

Two job listings are visible:

- Student Office Assistant** (Employer: ALUMNI RELATIONS)
  - Job Id: 4495
  - Contact Person: Test On-Campus Supervisor
  - Wage: \$9.51 - \$11.50 /hr
  - Status: Listed
  - Location: 6821 Southpoint Dr. N Jacksonville FL 32216
  - Listed: 11/17/20
  - Job Type: On-Campus Non-FWS Jobs
  - Applications: 2 (2 New)
  - Actions: [Dropdown menu]
- Help Desk Assistant** (Employer: MANAGEMENT INFORMATION SYSTEMS)
  - Job Id: 4494
  - Contact Person: Test On-Campus Supervisor
  - Wage: \$8.50 - \$10.50 /hr
  - Status: Listed
  - Location: 6821 Southpoint Dr. N Jacksonville FL 32216
  - Listed: 11/18/20
  - Job Type: On-Campus FWS Jobs
  - Applications: 2 (2 New)
  - Actions: [Dropdown menu]

Two red arrows point to the "Applications: 2 (2 New)" link and the "Actions" dropdown menu for the "Student Office Assistant" job.

- 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?

Send Reject Email

Select/Deselect All Show  results per page  to 3 of 3 | << < > >> |  Show Deleted?

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/> Frank_Rogers3	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	7/29/2020	New!		<input checked="" type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/> Ted_Rogers2	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	7/28/2020	Hired		<input checked="" type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/> Roy_Rogers1	<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	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>

Actions

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

- 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 - Community Service FWS Jobs - 052020

There is **one** opening for this position. Please select one applicant to fill this job.

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

The following employees filled out an on-line application and have already been hired for this job:  
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	<a href="#">Cancel Request</a>

**Hire On-line Applicants**  
 Samuel d Rogers4

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

First Name	Middle Initial	Last Name
1. <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.
- Next, click 'Go to Step 2'.

# 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"/>

- 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.

Fill Job Step 2: Verify Applicants

**Student Validation Results**

✓ I9 Status?	Student has a valid I9 on file.
✗ OSHA_Completed?	WARNING - The Student does not meet this requirement.

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

**Employee Info**

First Name	Middle Name	Last Name	E-mail Address
Samuel	d	Rogers4	samuelrogers4@ngwebsolutions.com

[Continue to next step](#) [Cancel](#)

# Hire an Applicant– Compliance Validation - Pass

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

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

Fill Job Step 2: Verify Applicants



Student Validation Results	
✓ Awarded?	Student has a valid Work Study Award
✓ I9 Status?	Student has a valid I9 on file.
✓ Outstanding Requirements Met?	Outstanding Requirements are met
✓ Satisfactory Academic Progress?	Student has a valid Satisfactory Academic Progress
✓ Student Hired?	Student is not already hired.

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Employee Info			
First Name	Middle Name	Last Name	E-mail Address
Roy	a	Rogers1	royrogers1@ngwebsolutions.com

[Continue to next step](#) [Cancel](#)

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- 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.

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

Step 3: Fill Out Hire Record Info

Job Title: Test On-Campus PWS Job - 09/24/20

First Name: Roy  
Middle Name: a  
Last Name: Rogers1  
E-mail Address: royrogers1@ngwebsolutions.com  
Student ID: 111111111  
Hours Per Week: 10.0

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

Interview Date: 9/18/2020  
Employment Start Date: 09/25/2020  
Employment End Date: 12/31/2020

Department Name: Admin College of Health Professions  
Department Account: E073701

Notes:

Primary Supervisor: Choose one...  
Secondary Supervisors: Ctrl + click to select multiple

[Create Hire](#)

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Direct Deposit Status	Completed
Net ID	rrogers1

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Test - Job Flow - On-Campus PWS - 08-25-2020	Enrollment Management	\$10.00	09/01/2020	10/31/2021	Santoshia Fitzpatrick	Inactive

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$2,500.00	\$2,500.00	A1FCOM202040 (07/01/2020 - 12/04/2020)

Classes

Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Early United States History <a href="#">(details)</a>	07/01/2020	12/10/2020	W	10:00 AM	11:00 AM
English Composition II <a href="#">(details)</a>	07/01/2020	12/10/2020	M	9:30 AM	11:30 AM
Intro to Sociology <a href="#">(details)</a>	07/01/2020	12/10/2020	Tu	8:30 AM	10:30 AM

# Hire Applicant – Job Placement Form

**MARQUETTE UNIVERSITY**  
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Student Employees - JobX - TimesheetX - Reporting - Help

Hire Confirmation

You have successfully submitted a hiring request for Roy Rogers1

[Print Details](#)

- [Return to Job Control Panel](#)

Hire Record Details

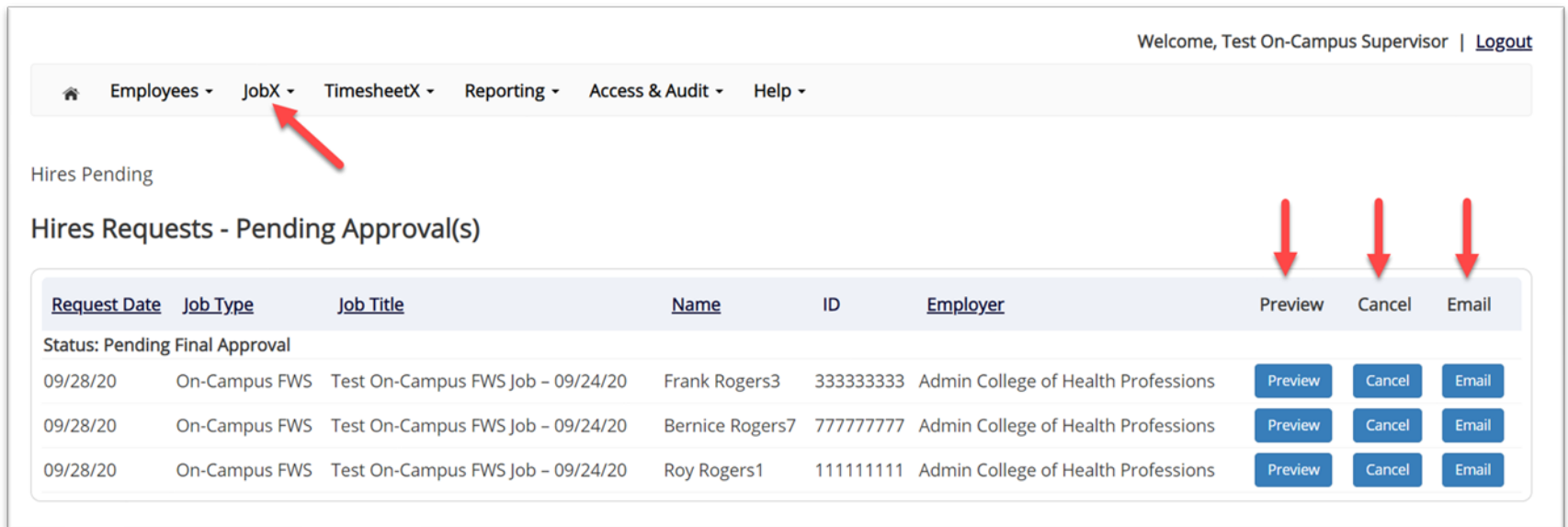
[Print this page](#)

Hire Date	August 05, 2021
Employer	ADMISSIONS OFFICE (3810)
Contact Person	NextGen TimAdmin
Job Title	Campus Tour Guide
First Name	Roy
Middle Name	a
Last Name	Rogers1
E-mail Address	royrogers1@ngwebsolutions.com
Student ID	111111111
Wage	8.00
Hours per week	10
Start Date	Thursday, April 01, 2021
End Date	Saturday, August 07, 2021
Job Id	6124
Reference Number	91769

- 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.



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

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

Hires Pending

### Hires Requests - Pending Approval(s)

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	ID	<u>Employer</u>	Preview	Cancel	Email
Status: Pending Final Approval								
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Frank Rogers3	333333333	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Bernice Rogers7	777777777	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>
09/28/20	On-Campus FWS	Test On-Campus FWS Job – 09/24/20	Roy Rogers1	111111111	Admin College of Health Professions	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>



# 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 I9 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 I9.



# Viewing Student Information

# Ending a Hire

---

- Find Employees
- TimesheetX Admin Home
- Manage TimesheetX Jobs
- Timesheet Control Panel
- Approve TimesheetX Hires
- Search Student Awards & Hires

My Control Panel

Welcome, Eric Jerome Wolfersdorff (Disguise)

Show archived hire data?

### Jobs for which I am the primary supervisor

Administrative/Financial Office Assistant	Manage Job	View Hires
AMU Graduate Assistant	Manage Job	View Hires

# Ending a Hire

Timesheet X - > Timesheet Control Panel - > View Hires

My Control Panel

Welcome, f ):: Friday, July 23, 2021

Show archived hire data?

Jobs for which I am the primary supervisor

Administrative/Financial Office Assistant

Manage Job

View Hires

Employee Name	Extras	Current Time Sheet	All Time Sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Fred Rogers	N/A	N/A	<a href="#">All time sheets</a>	N/A	N/A	3/25/2017 - 5/13/2017	\$ 0.00	Active
<b>Fred Rogers</b>	N/A	N/A	<a href="#">All time sheets</a>	N/A	N/A	5/14/2017 - 8/19/2017	\$ 0.00	Active
Fred Rogers	N/A	N/A	<a href="#">All time sheets</a>	N/A	N/A	8/20/2017 - 12/21/2017	\$ 0.00	Active

# 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.

Edit this Hire Instance

Status : Active

Wage \* .60

Salary

Expected Hours Per Week \*

Hire Start Date \* 05-14-2017

Hire End Date \*

Pay Schedule \* Bi-Weekly Pay Schedule

Primary Supervisor \*

Secondary Supervisors Ctrl + click to select multiple

Secondary Supervisor Email  
(If Secondary Supervisor is not listed above)

# Giving a Raise

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# 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.

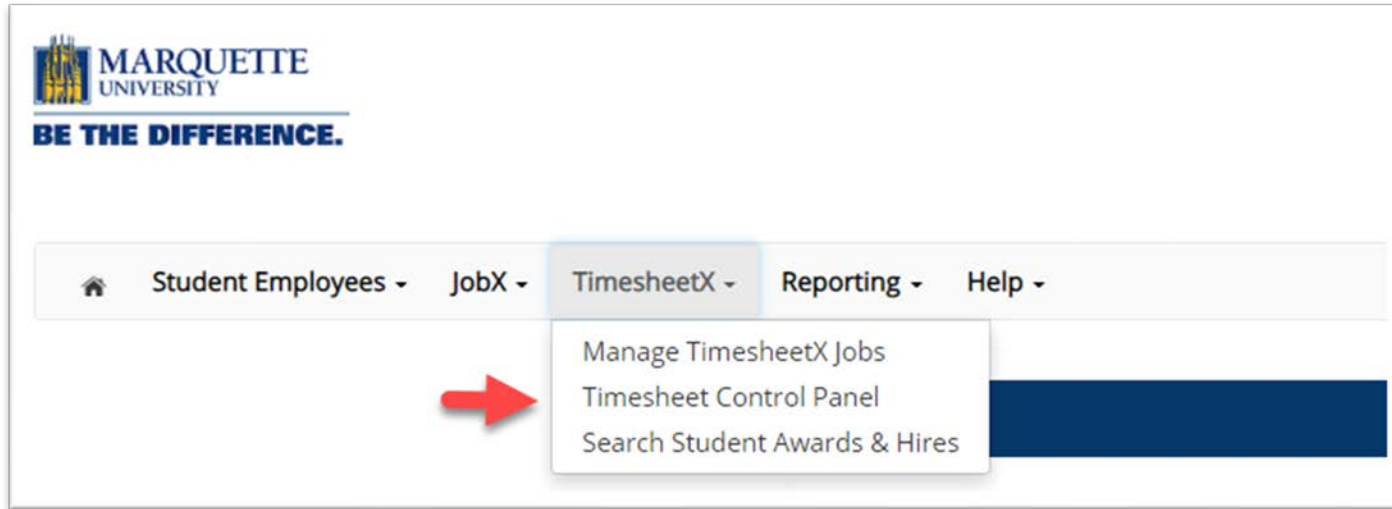


# View Student Earnings

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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.

# View Earnings Information

**My Control Panel**


Welcome, Test On-Campus Supervisor

Cost Center

ADMISSIONS

Show archived hire data?


**Jobs for which I am the primary supervisor**

Admission Representative	Manage Job		View Hires
--------------------------	------------	---	------------

- 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.

Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
<a href="#">Roy a Rogers1</a>	<a href="#">Details</a>	N/A	<a href="#">All time sheets</a> 	N/A	N/A	5/5/2019 - 12/31/2019	8.00	Active

- Click on 'All time sheets' to view the student's earnings.

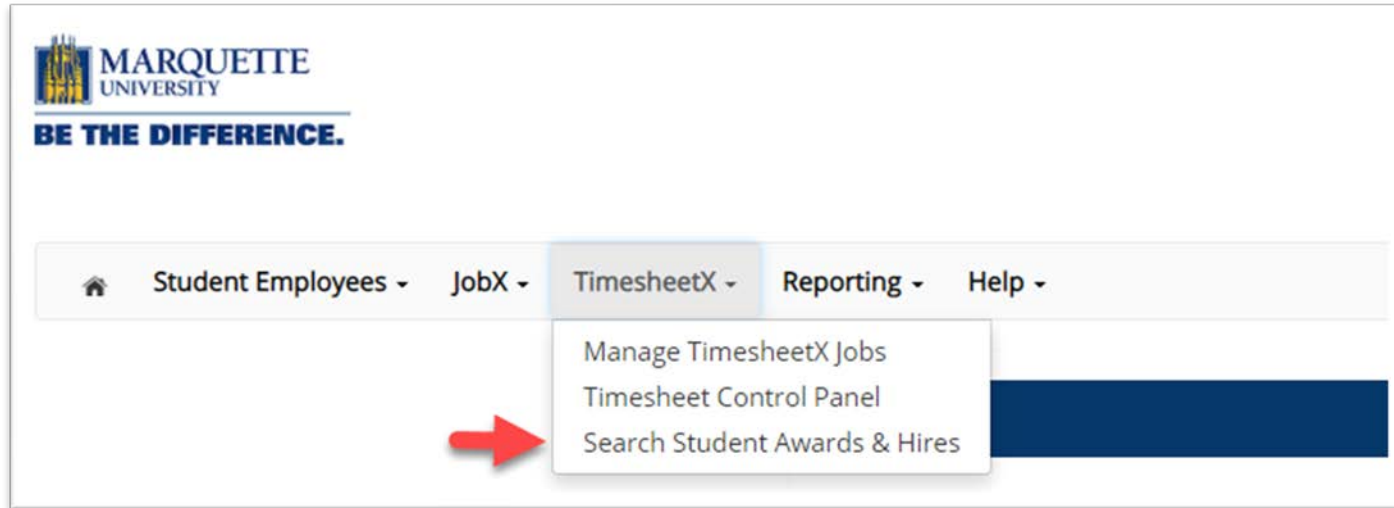
Time Sheets for Job: <i>Help Desk Assistant</i>		Actual Earnings			
Status	Pay Period	Description	Total	Hours	Rate
Never Started	04/25/2021 - 05/08/2021 Sunday, April 25 - Saturday, May 08, 2021				
Never Started	04/11/2021 - 04/24/2021 Sunday, April 11 - Saturday, April 24, 2021				
Finalized	03/28/2021 - 04/10/2021 Sunday, March 28 - Saturday, April 10, 2021 Finalized: April 19, 2021 12:00 AM	Regular Hours	\$100.00	10.00	10.00

# Search Student Awards & Hires

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WHERE CAN I SEE STUDENT AWARDS & HIRES?

# Search 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

Supervisor Employee Search Panel

Find Employee information:

First Name:	<input type="text"/>	←
Last Name:	<input type="text"/>	←
Employee Id:	<input type="text"/>	←
<input type="button" value="Find Employees"/>		←

Search Results:

<b>Employees</b>
<a href="#">Roy a Rogers1</a>

- 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

**MARQUETTE UNIVERSITY**  
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Student Employees - JobX - TimesheetX - Reporting - Help -

Roy a Rogers1

### Employment Eligibility Forms & Details

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

Display: All Employee Information [Update](#)

### 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

### Awards

Award Name	Amount	Balance	Term
FEDERAL WORK STUDY	\$1,500.00	\$1,400.00	Aid Year: 2021 (1650) (12/20/2020 - 05/08/2021)
FEDERAL WORK STUDY	\$1,000.00	\$1,000.00	Aid Year: 2022 (1662) (07/01/2021 - 08/14/2021)

- 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](mailto:studentemployment@marquette.edu)

