Bloomsburg LOCK HAVEN MANSFIELD

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Off-Campus Supervisor Training

JobX Powered by NextGen

nextgen WEB SOLUTIONS

=Total Solution

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

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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, assist institutions to automate the job posting, application review, and reporting process for employees, Supervisors, and site administrators. The JobX solution also assists 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

School Specific Customization

Your JobX site has YOUR school look and feel

Your JobX site has YOUR school Off-Campus Employers

Your JobX site has been configured to support YOUR school business processes

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Training Agenda

- Access JobX
- Job Posting
- Review and Hire Applicants
- Approved for Hire
- Questions

Access JobX & TimesheetX

Navigate to your school's customized JobX/TimesheetX Site.

Then click on the 'Off-Campus Employers' link.

Sample College JobX & TimesheetX Site:
https://sample.studentemployment.ngwebsolutions.com/

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Access JobX

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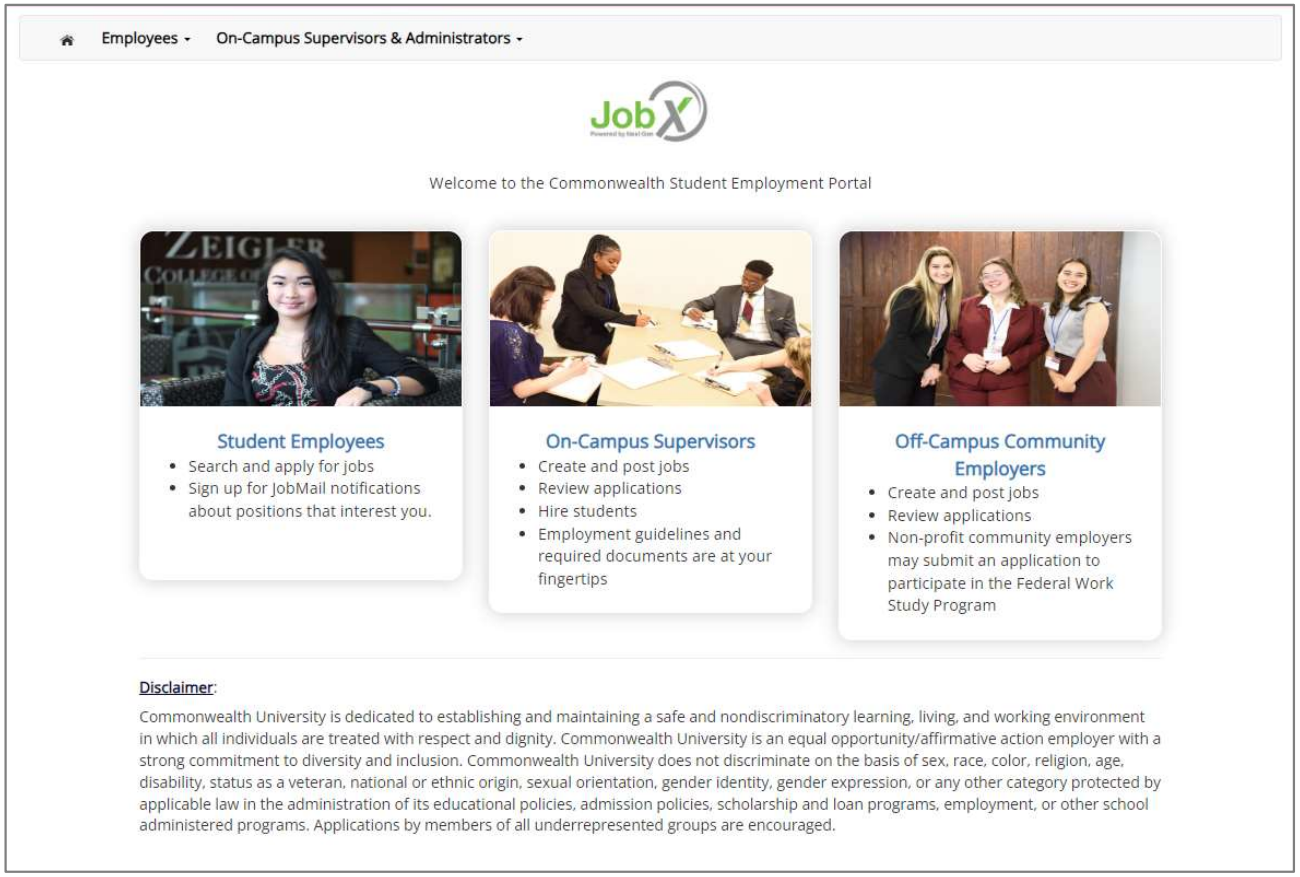
Access JobX

Navigate to your school's customized JobX Site

Then click on the 'Off-Campus Community Employer' link.



JobX Site:
https://commonwealthu.studentemployment.ngwebsolutions.com

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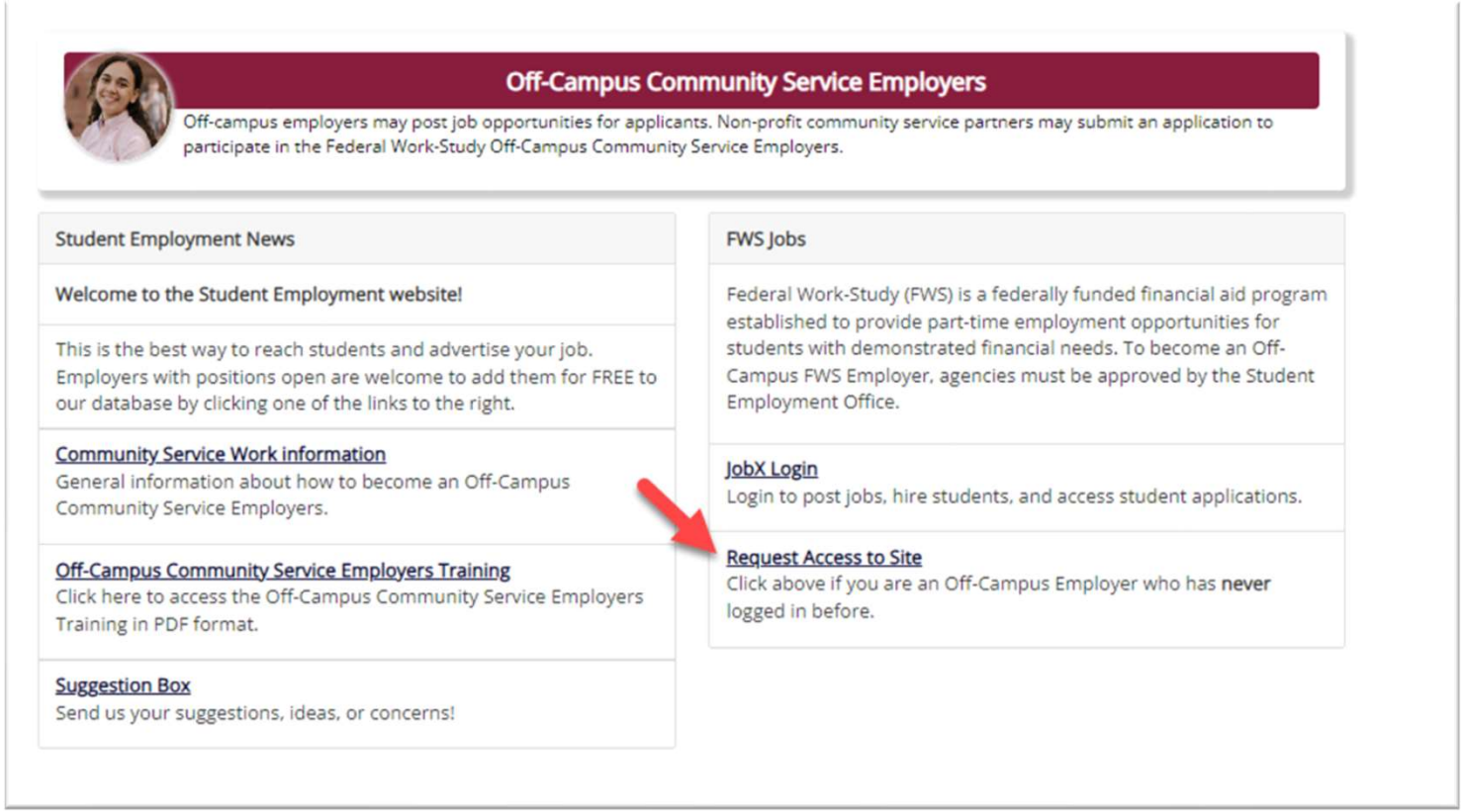
Off-Campus Supervisor Request Login

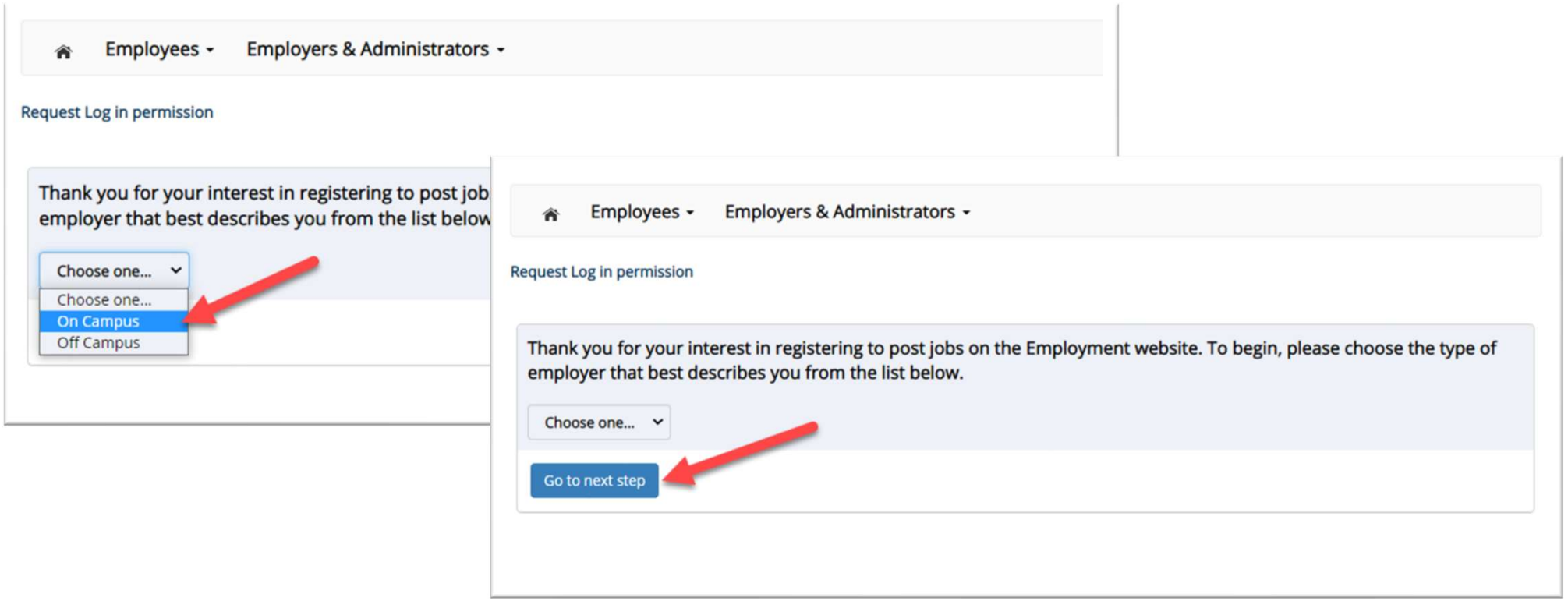
Click the ‘Request Access to Site’ link.



Off-Campus Employer Request Login

Select '**Off-Campus**' from the dropdown menu.

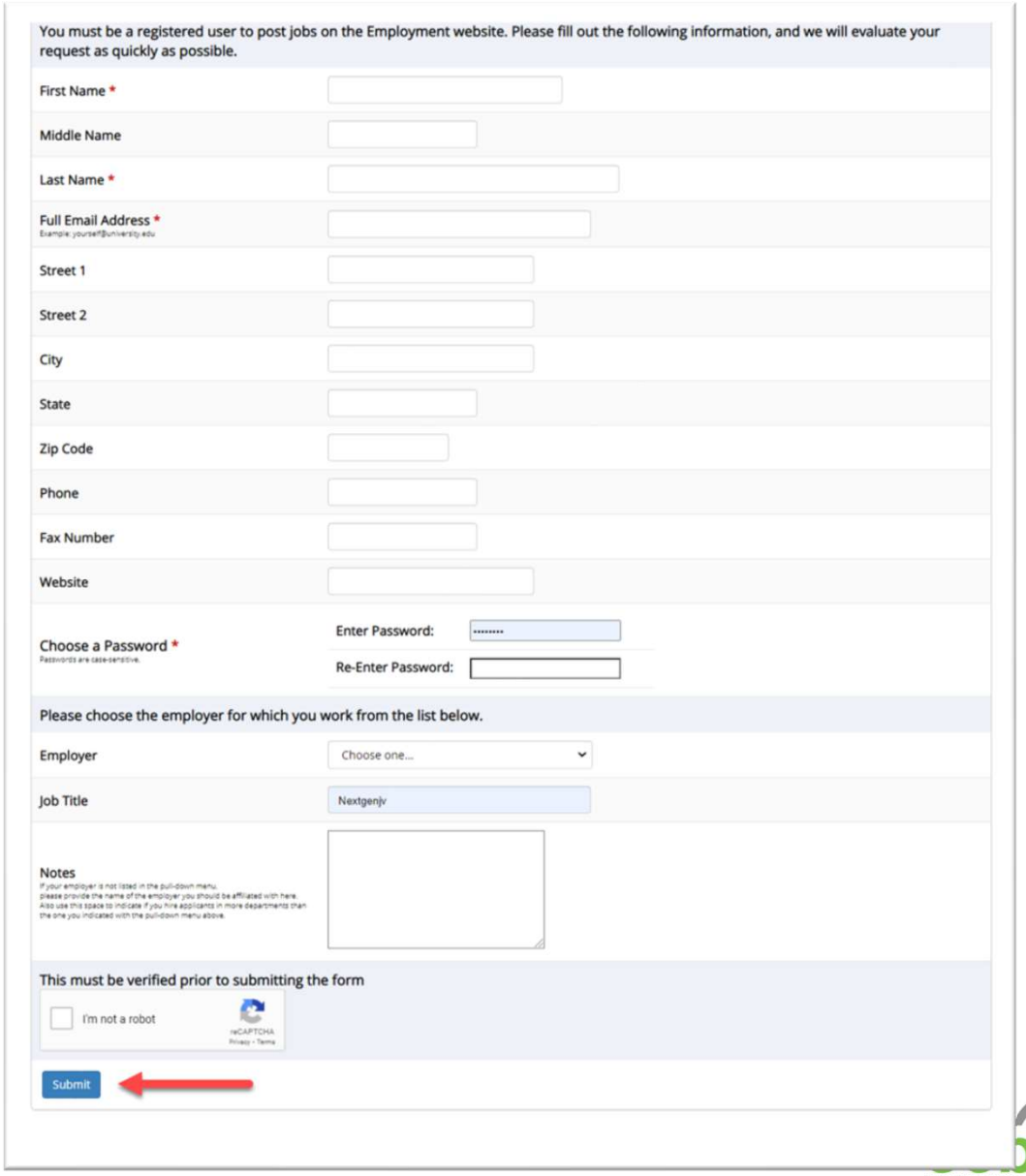
Then click '**Go to next step**' button to proceed to the form.



Off-Campus Employer Request Login

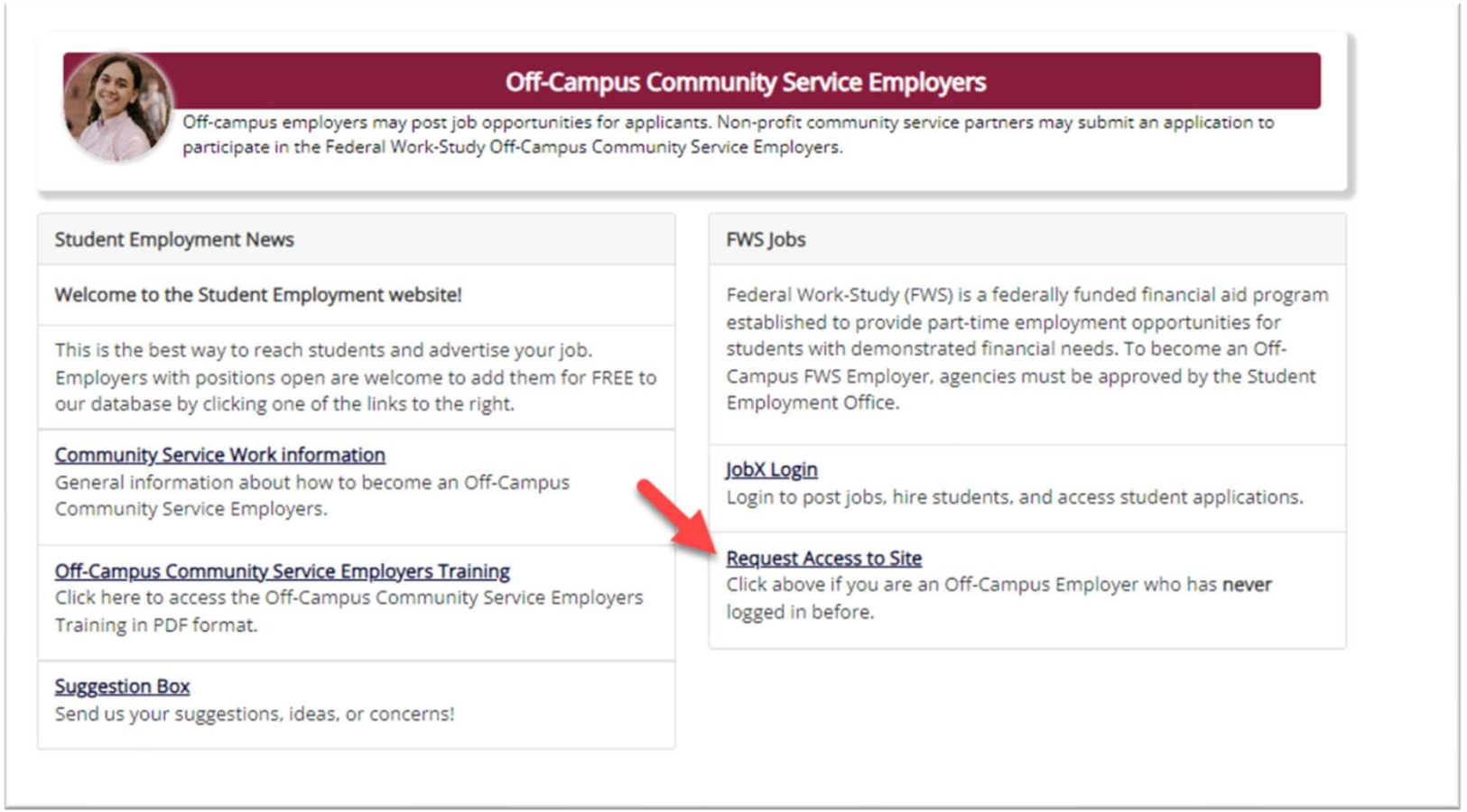
Complete Request Login Form.

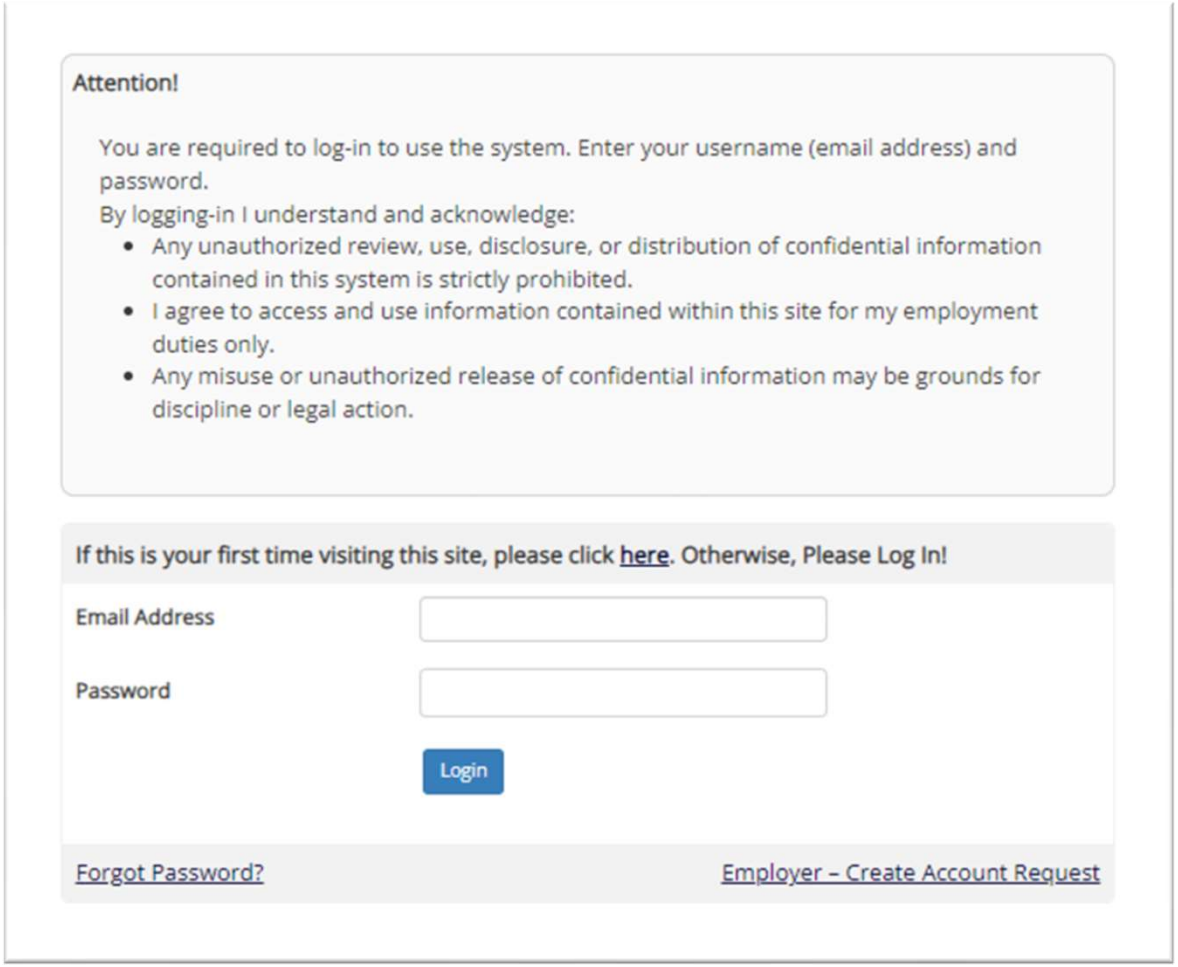
Then click '**Submit**' button to submit your request for an approved login.



On-Campus Supervisor JobX Login

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





Use the email and password you created during the request access to the site process.

Off-Campus Employer JobX Login

To login to the system, ensure you are using the standard login page provided by the site and **NOT the school's SSO login**.

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Online Help

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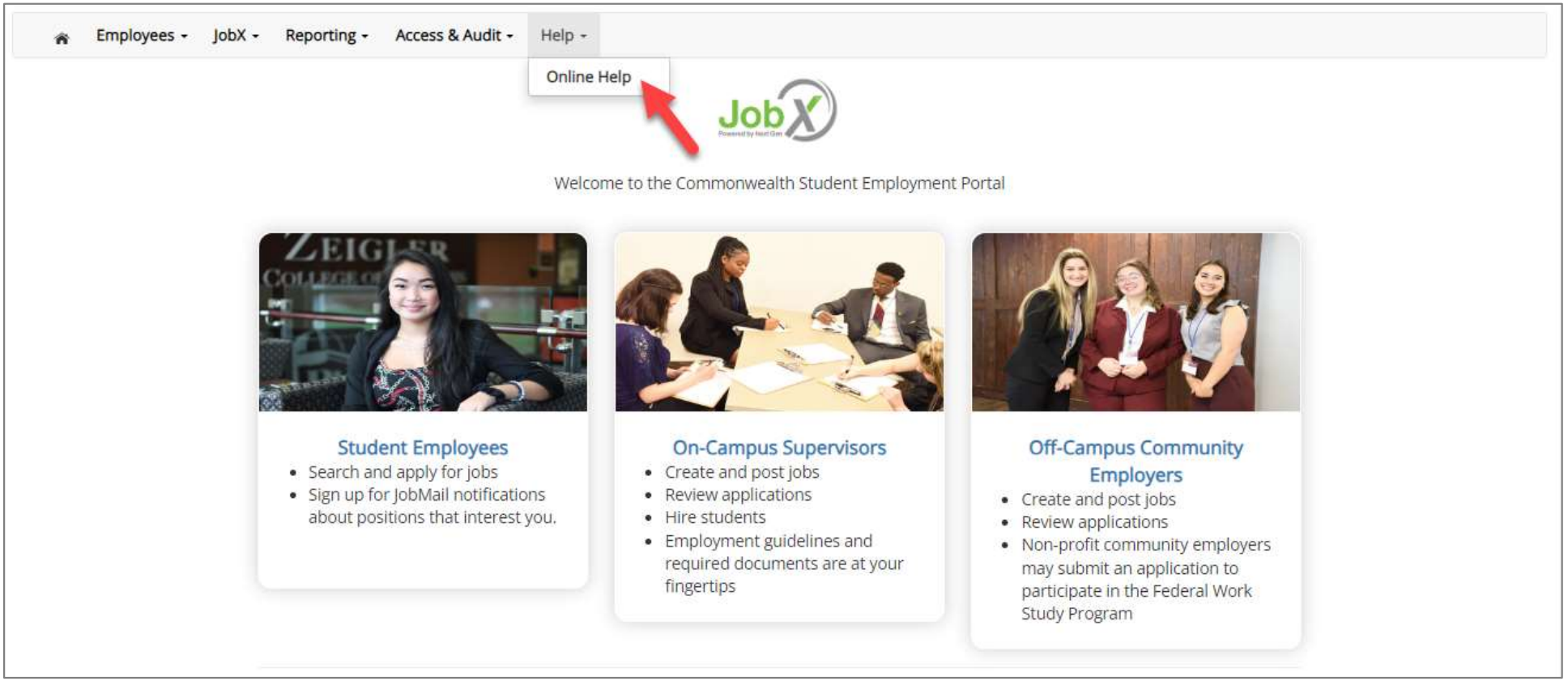
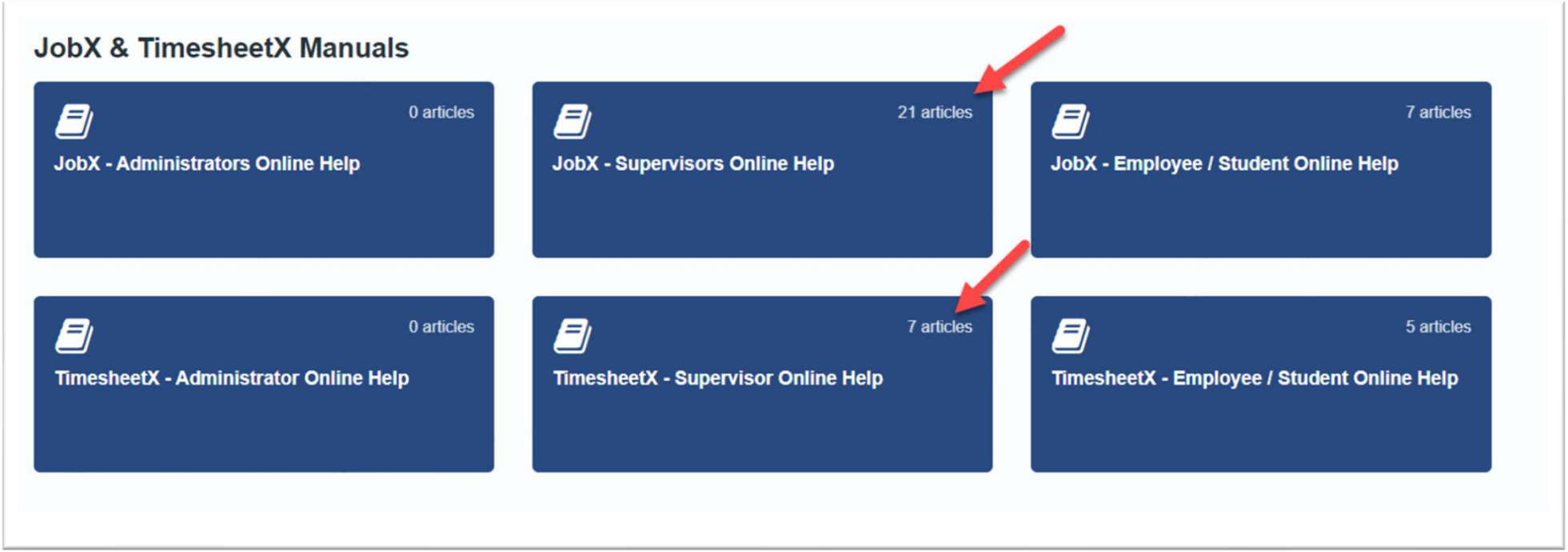
Online Help



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

Online Help



Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

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

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

Job Postings

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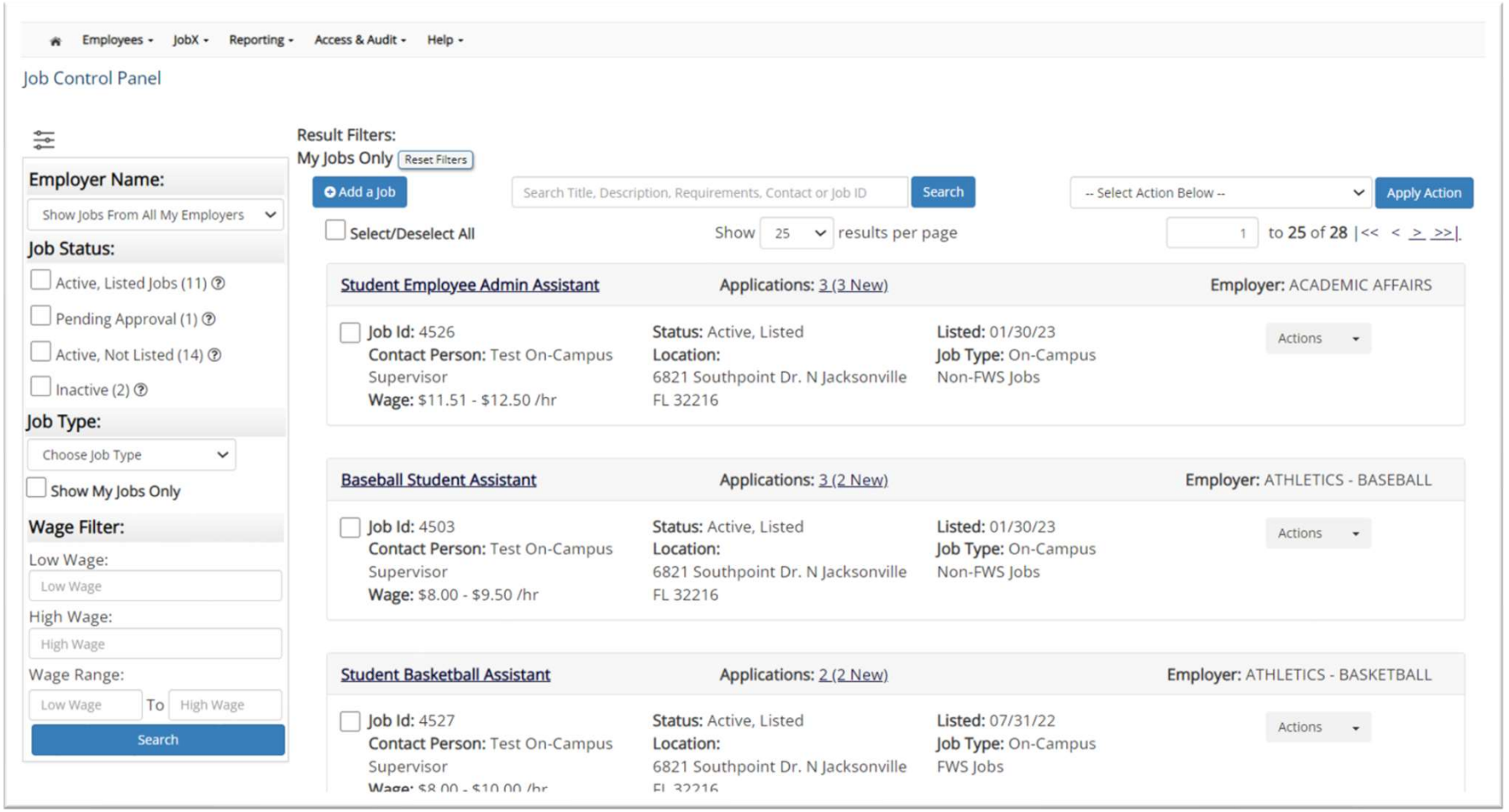
Create a Job Posting

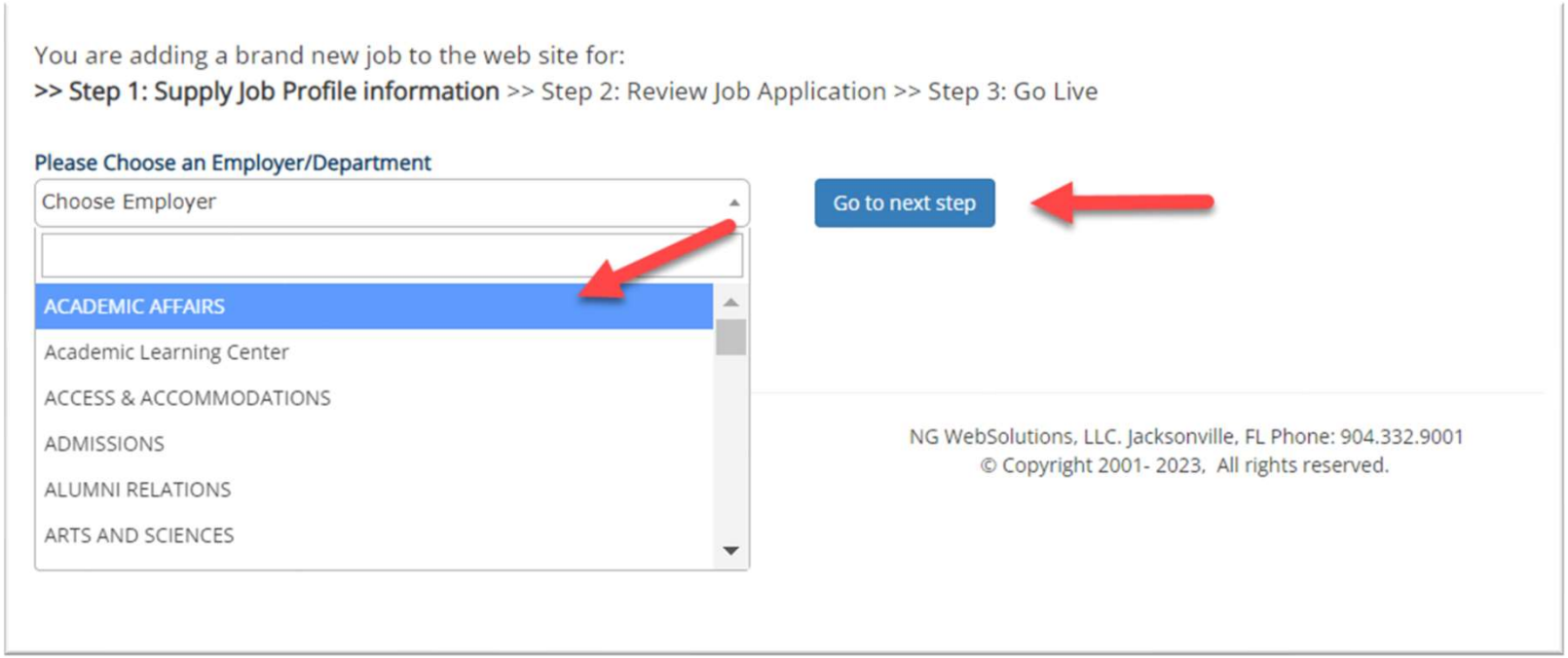
HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

Click '**Add a Job**' button to start the process to create a job.



Create a Job Posting - Employer



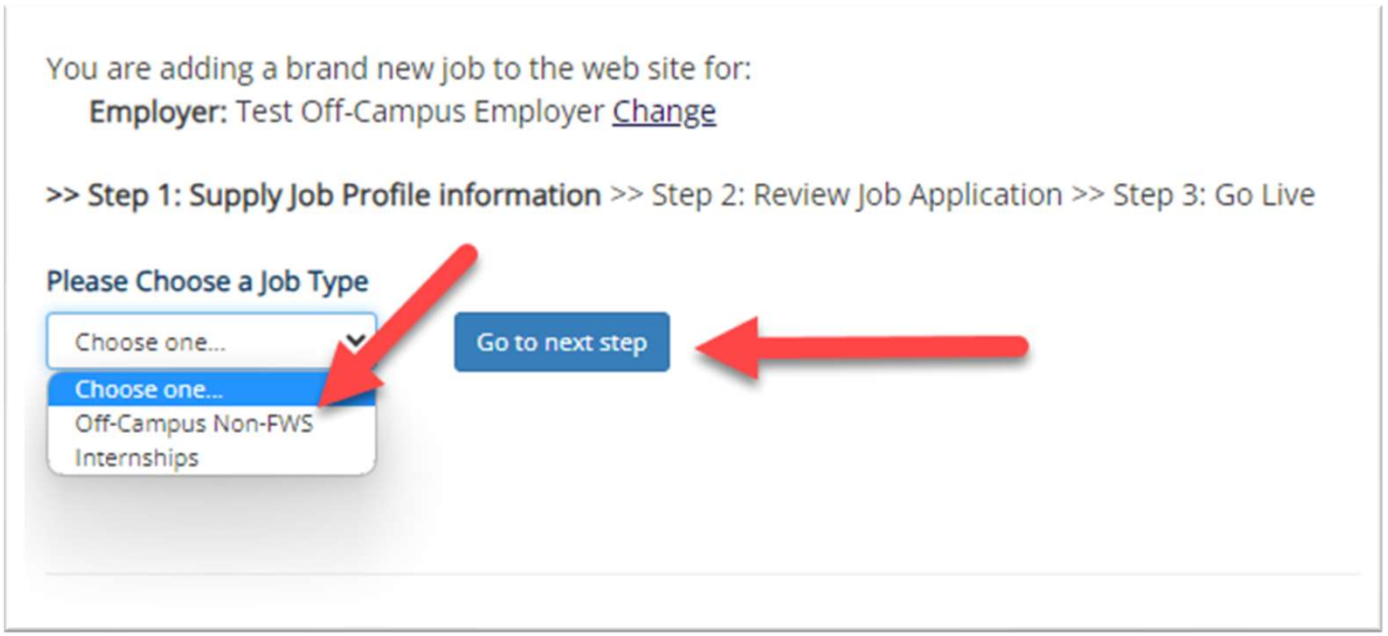
If you have posting permissions for more than one department, Select the department for which you want to post a job from the '**Employer/Department Name**' drop-down list.

Next click '**Go to next step**' button to proceed.

Note: If you only have permission 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.



Create a Job Posting – Complete Job Posting Template

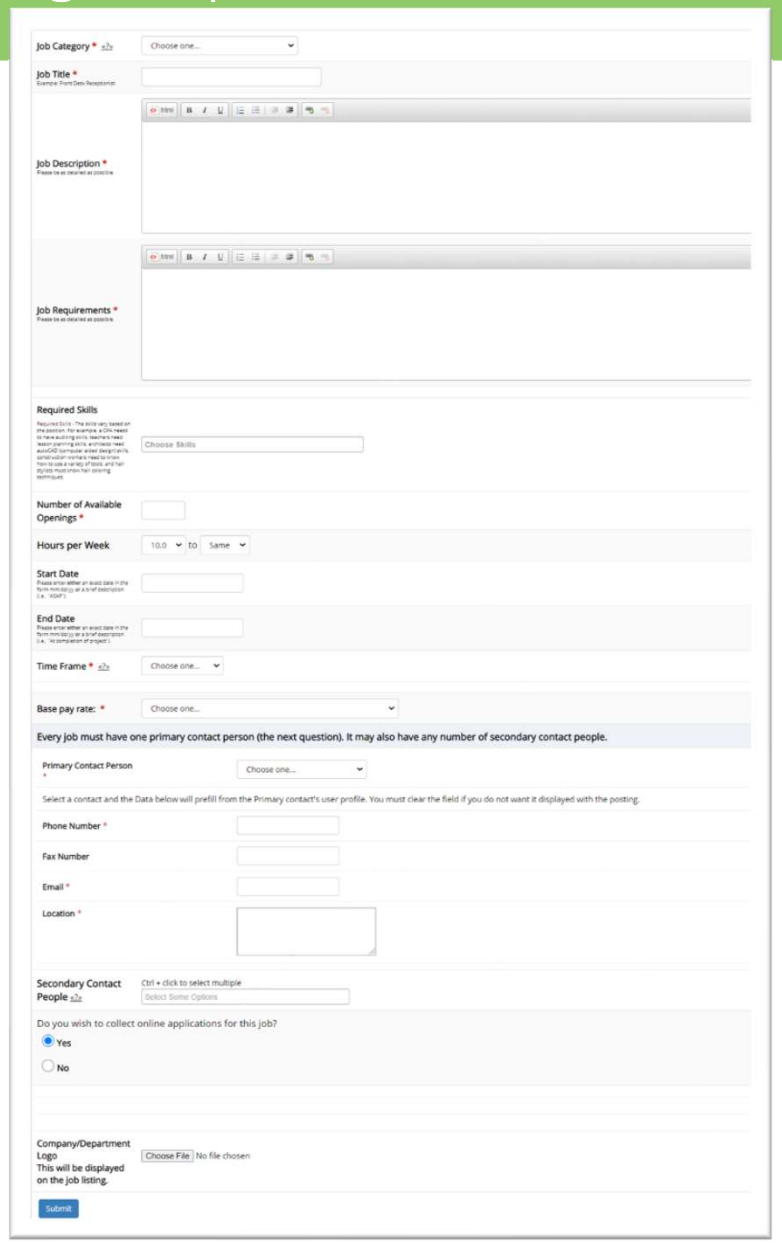
Complete the Job Posting Template

The Job Posting Template may vary depending on the job type selected

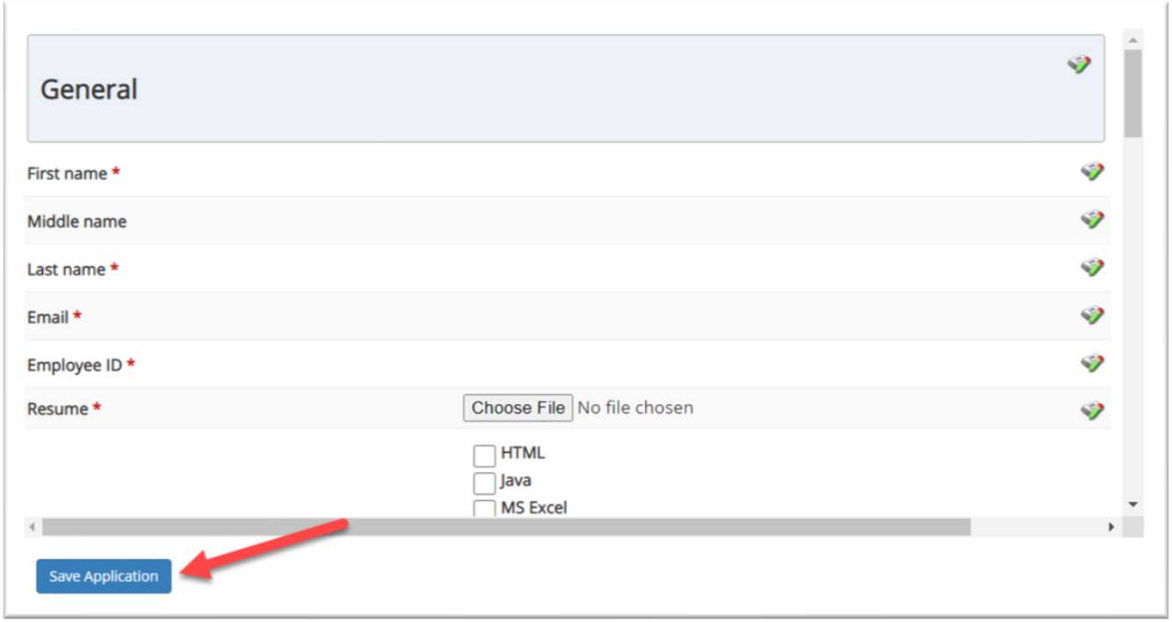
Fields denoted with a red * are required fields

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 may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.*



Create a Job Posting – Review Default Application



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.

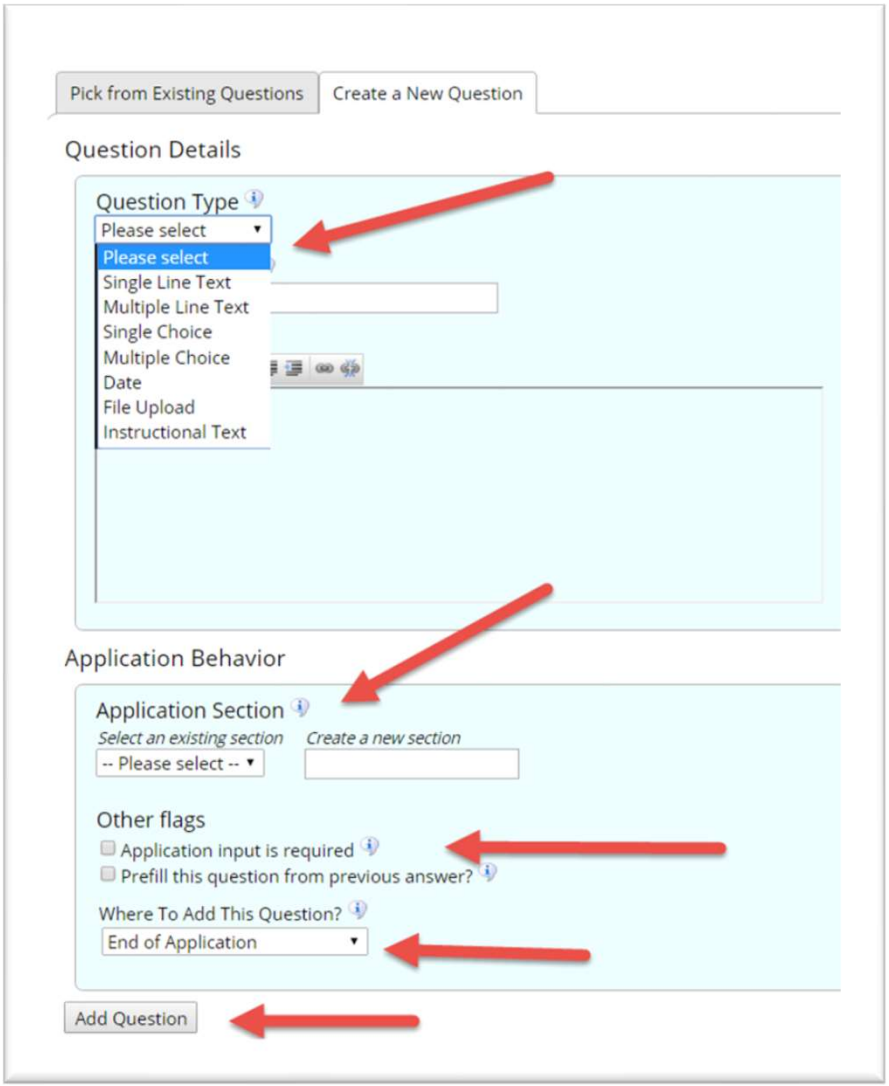
You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 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.

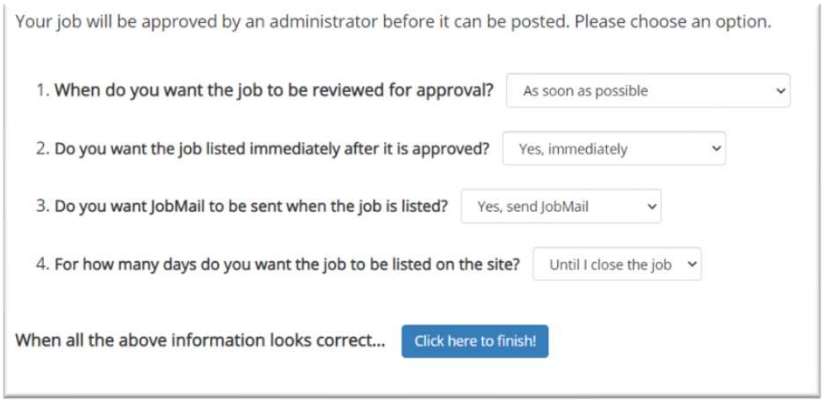
You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

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.

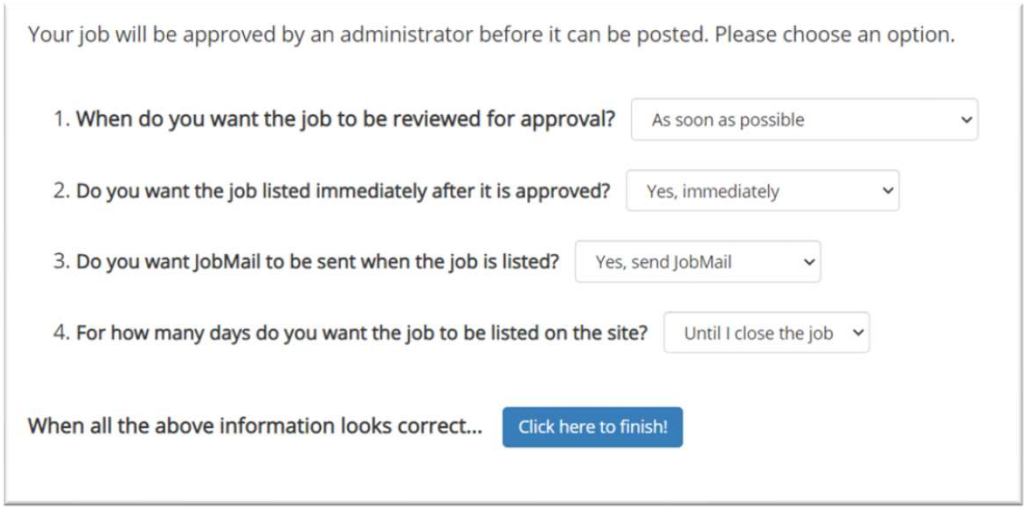


Create a Job Posting – Finalize Job Posting – Step 1



1. When do you want the job to be reviewed for approval?
    a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
    b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
    a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed.**
    b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive.**
    c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed.**
3. Do you want JobMail to be sent when the job is listed?
    a. Select '**Yes, send JobMail**' from the list is you want this posting to be included in JobMail that will send a notification to students if your job is in an **Active, Listed** status.
    b. Select '**No, do not send JobMail**' from the list is you do not want this posting to be included in JobMail notification student message.

Create a Job Posting – Finalize Job Posting – Step 2

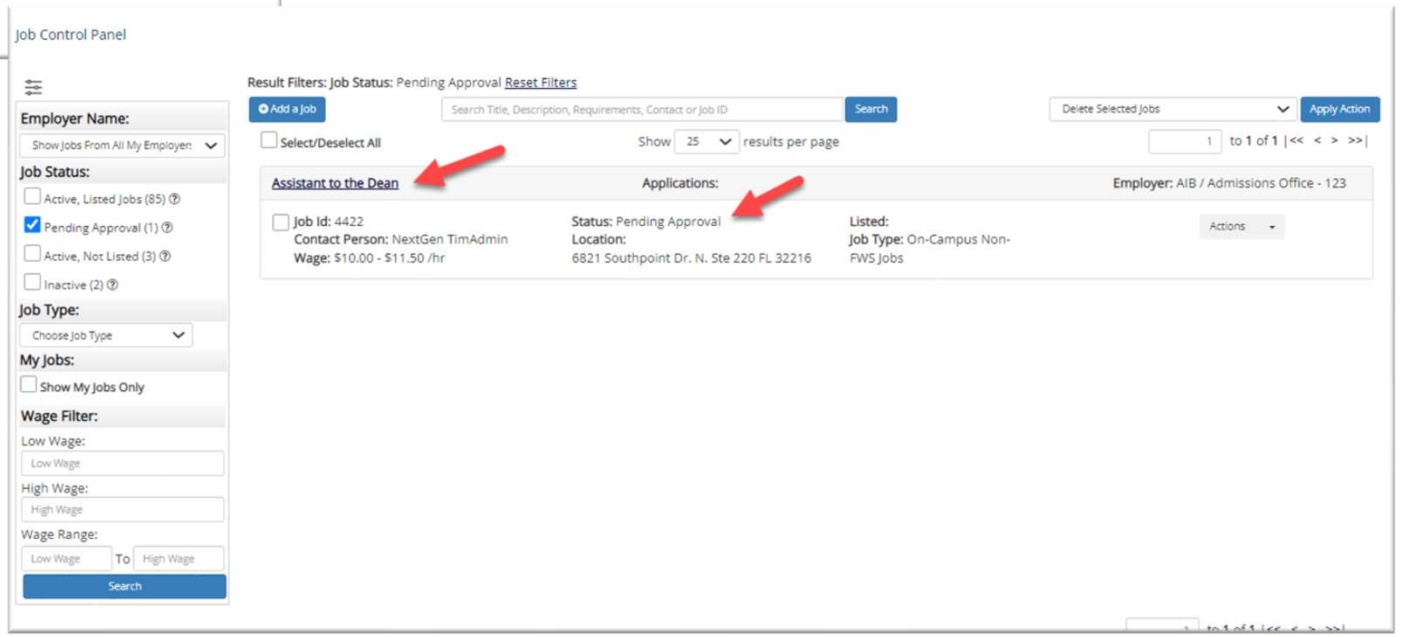


4. For how many days do you want the job to be listed on the site?
   - If you want the job to be posted until you close the job, select '**Until I close the job**.'
   - If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.

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



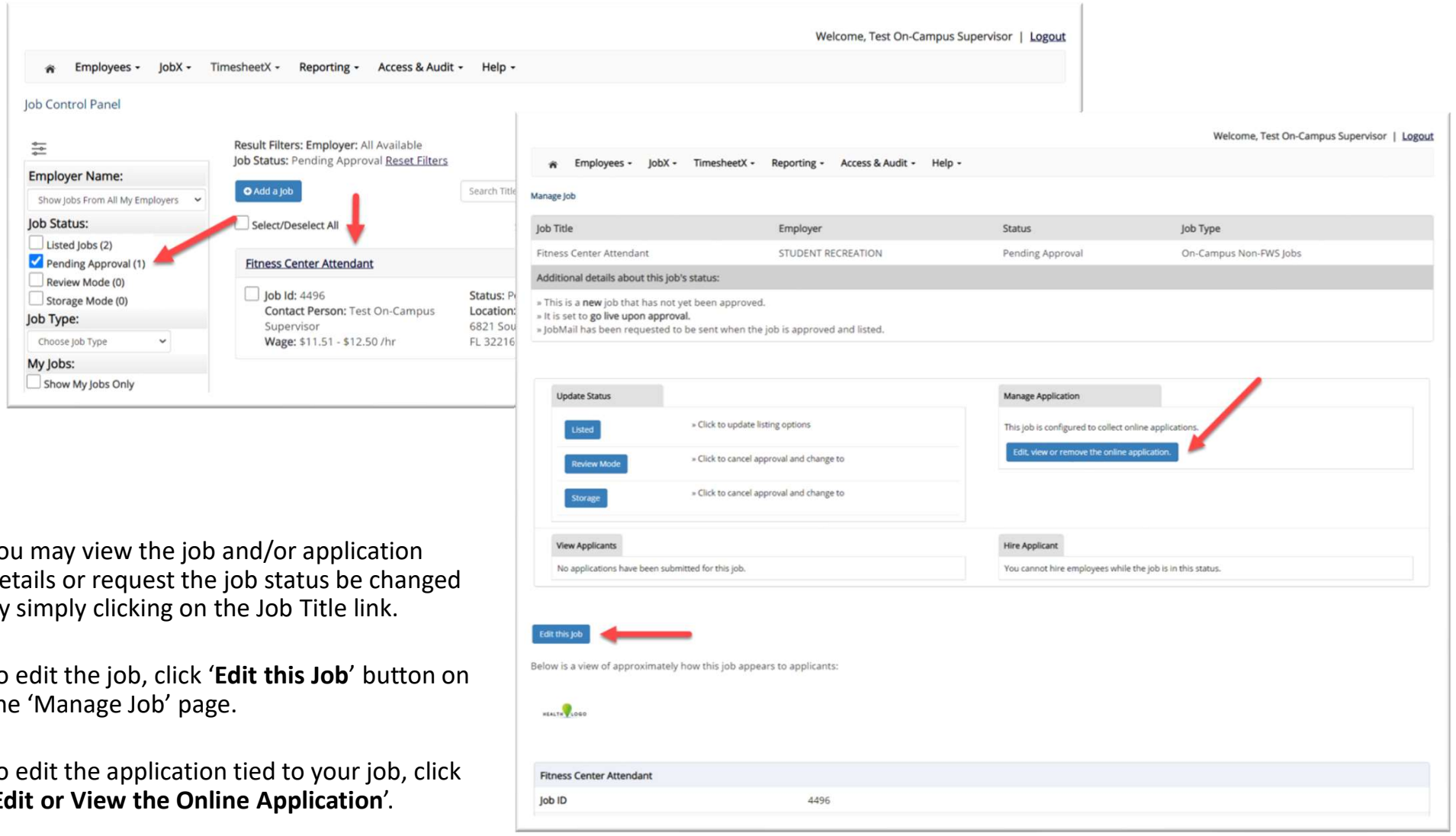
You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB POSTING NEEDS UPDATING?

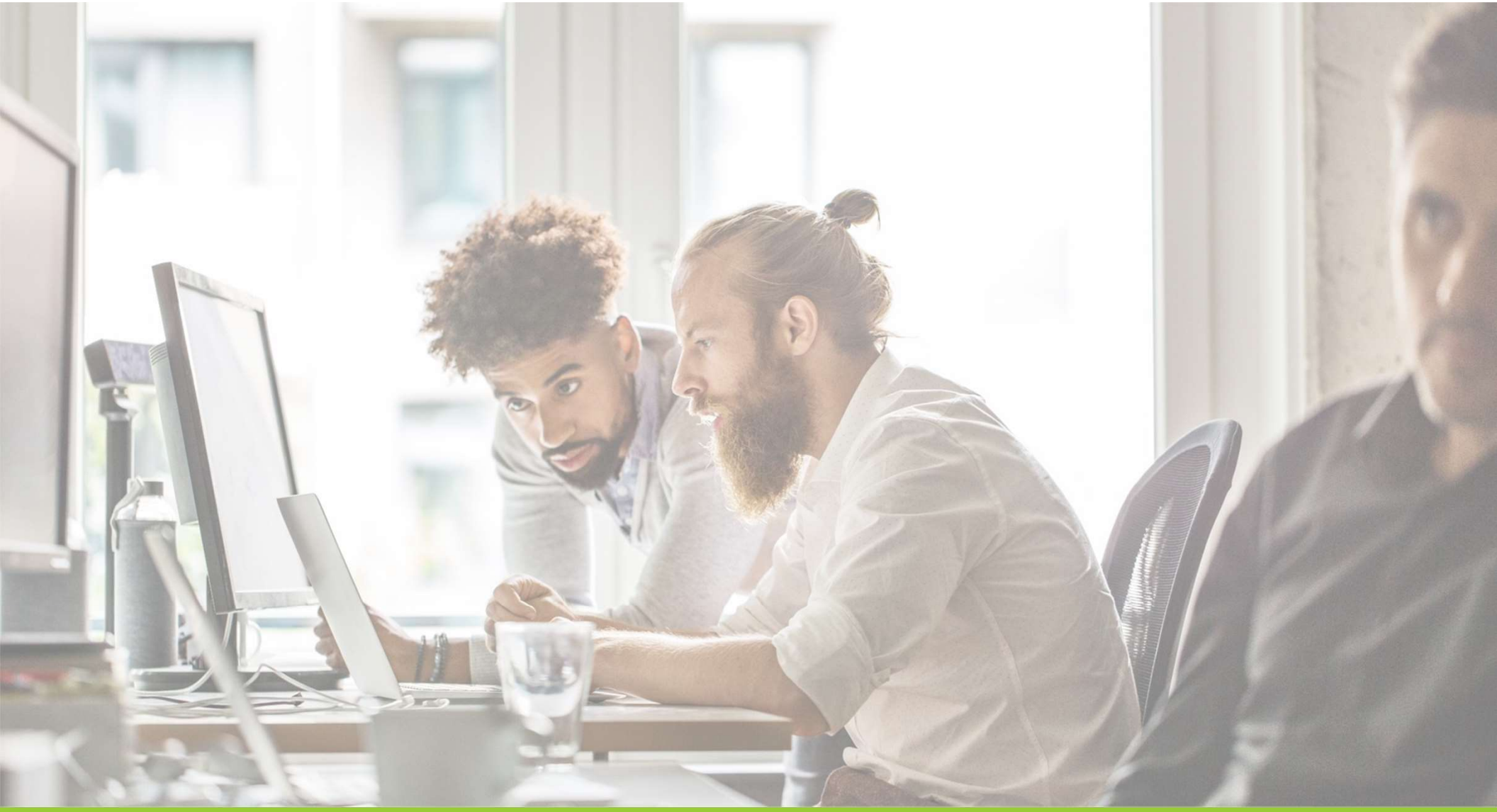
Edit a Job Posting



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**'.



Review & Hire Applicant(s)

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Job Posting Approved - Next Steps

MANAGE APPLICATIONS

INTERVIEW AND SELECTION

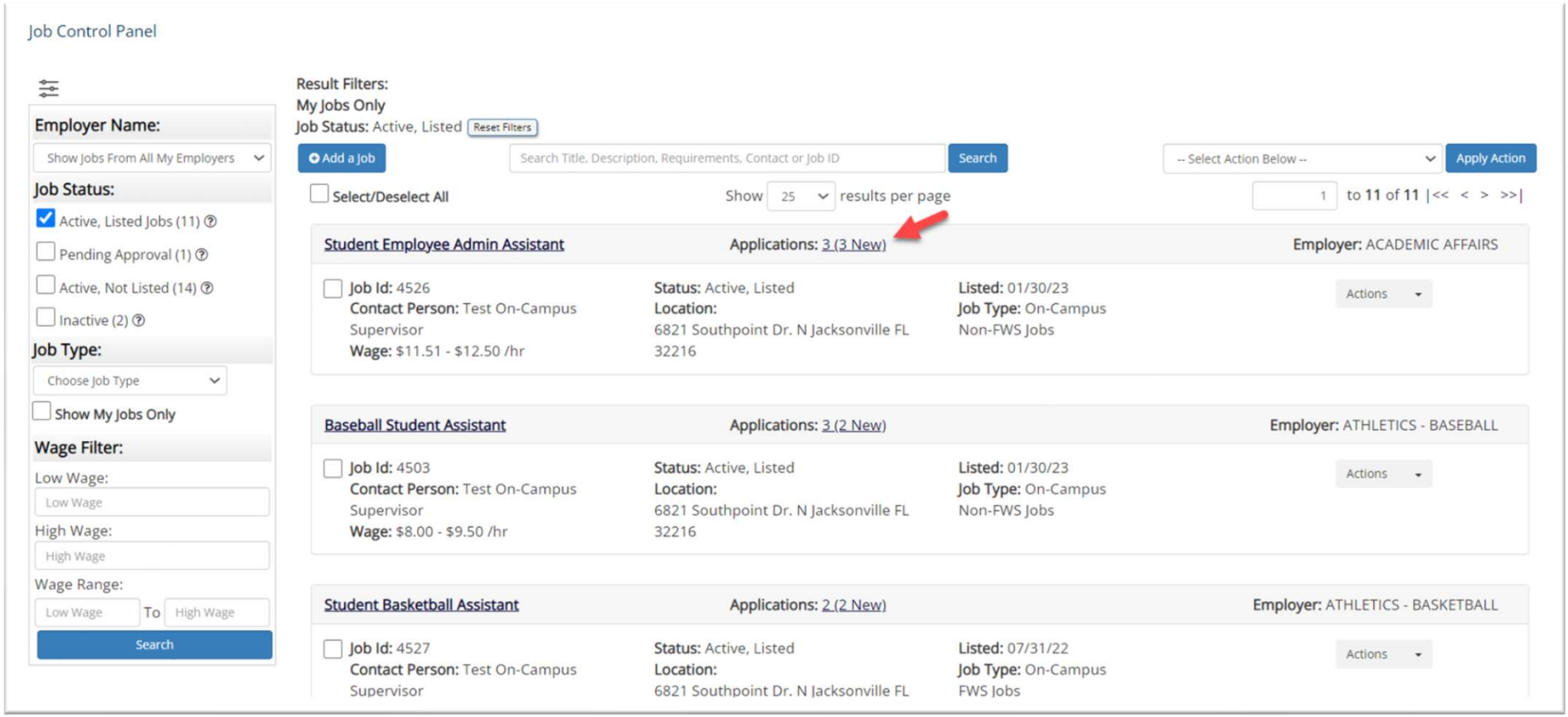
DECLINE APPLICATION

HIRE APPLICANT

Manage Applications

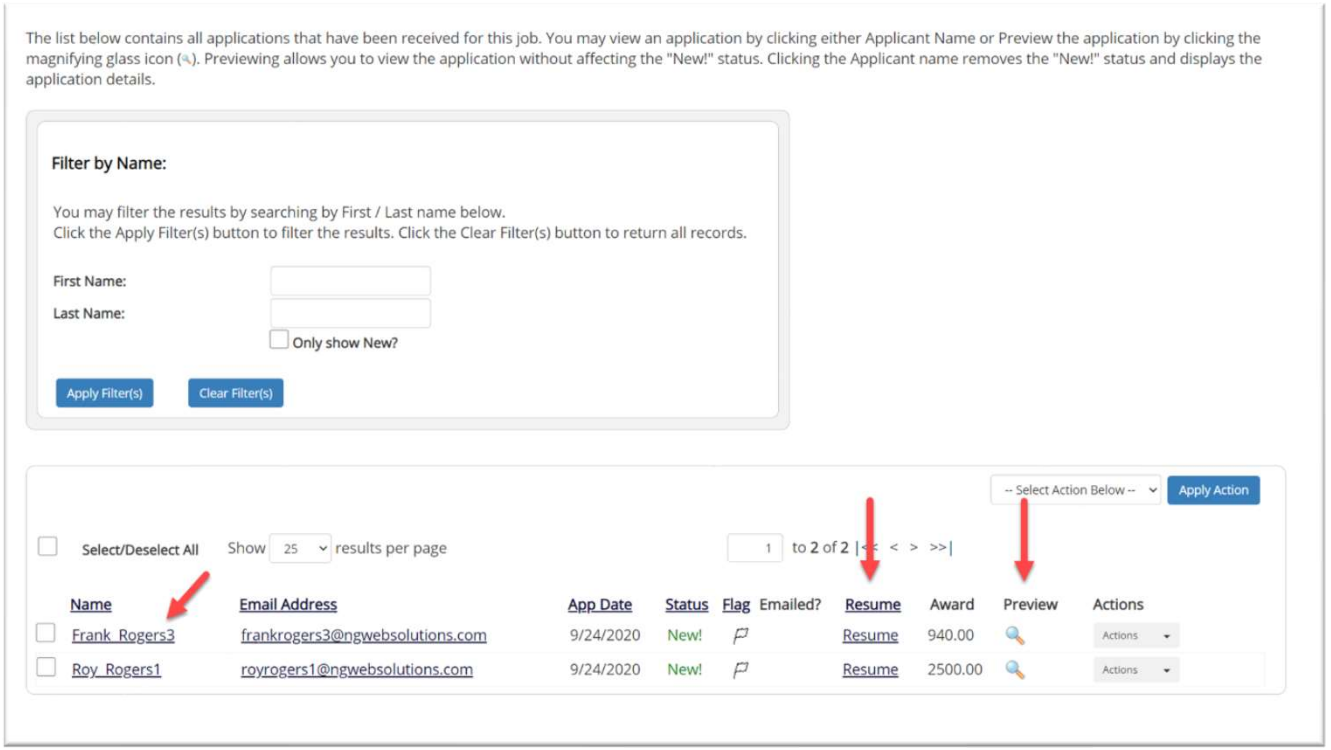
HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications



- You may hire an online applicant by clicking the '**Applications**' link next to the job title or 'Hire Applicant' from the action drop down menu**.**

Manage Applications

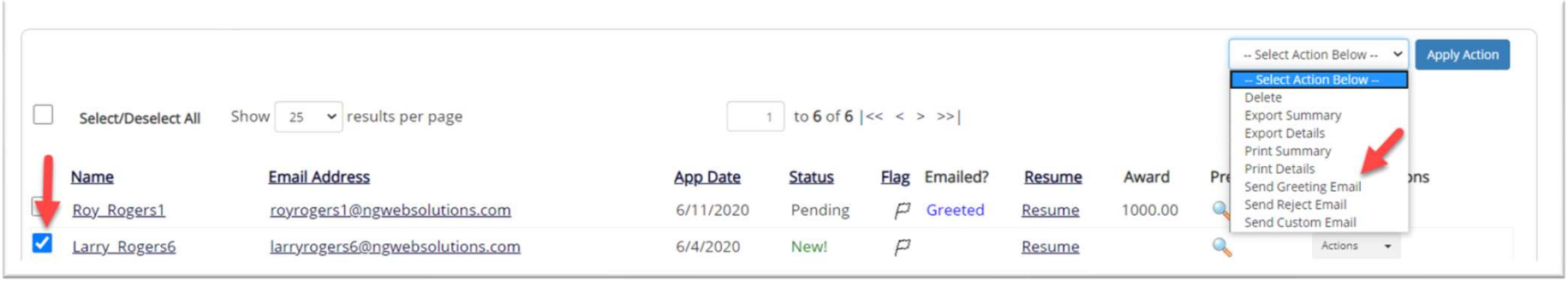


- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Interview and Selection

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

Schedule an Interview

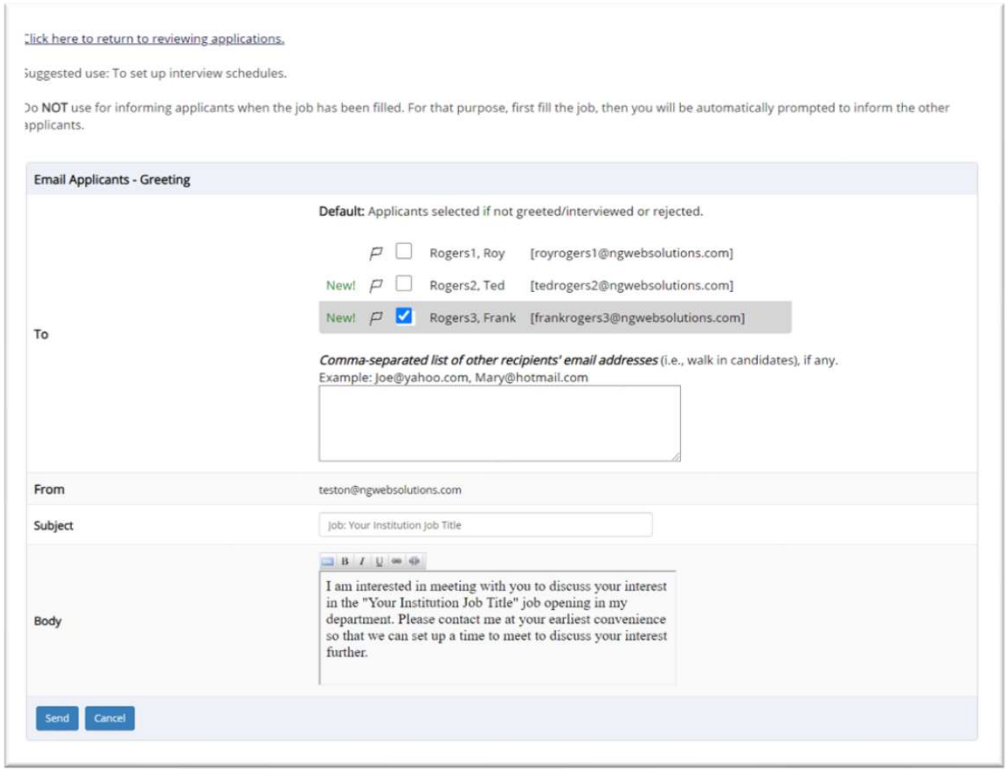


- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

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

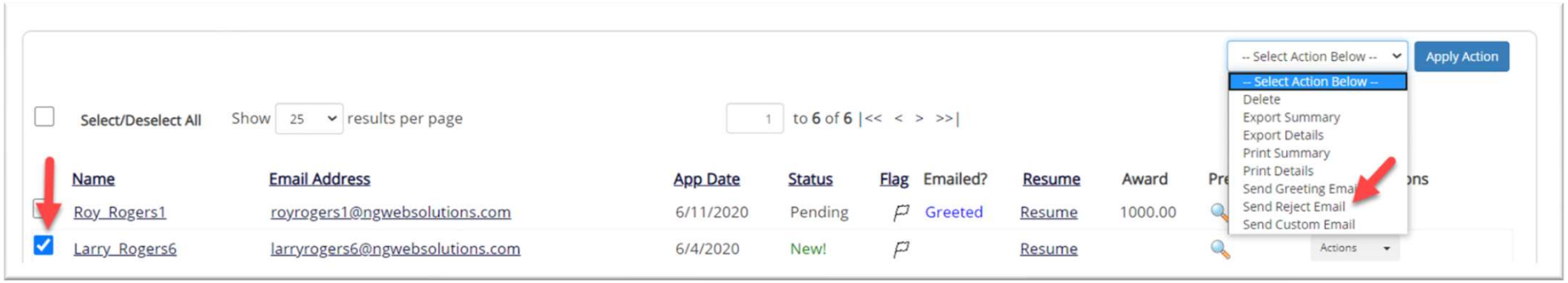


- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the 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?

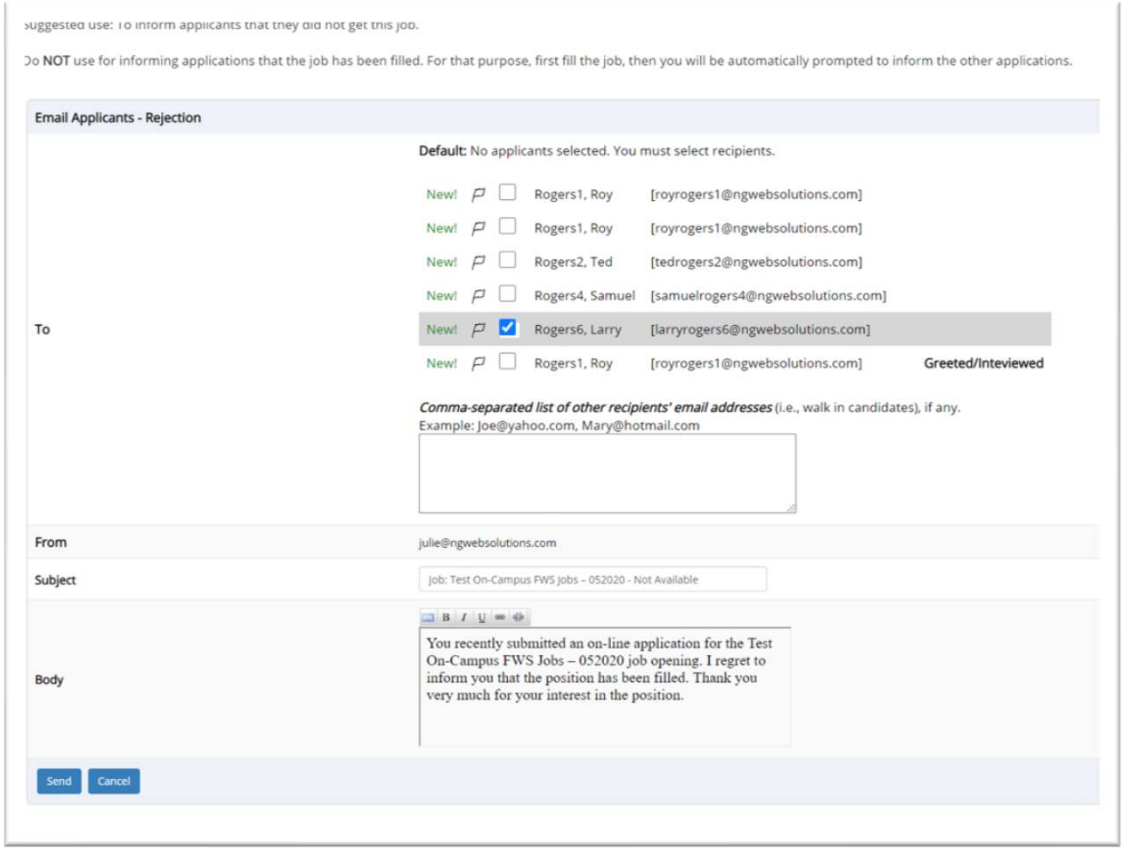
Notify applicant(s) they were NOT Selected



- 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

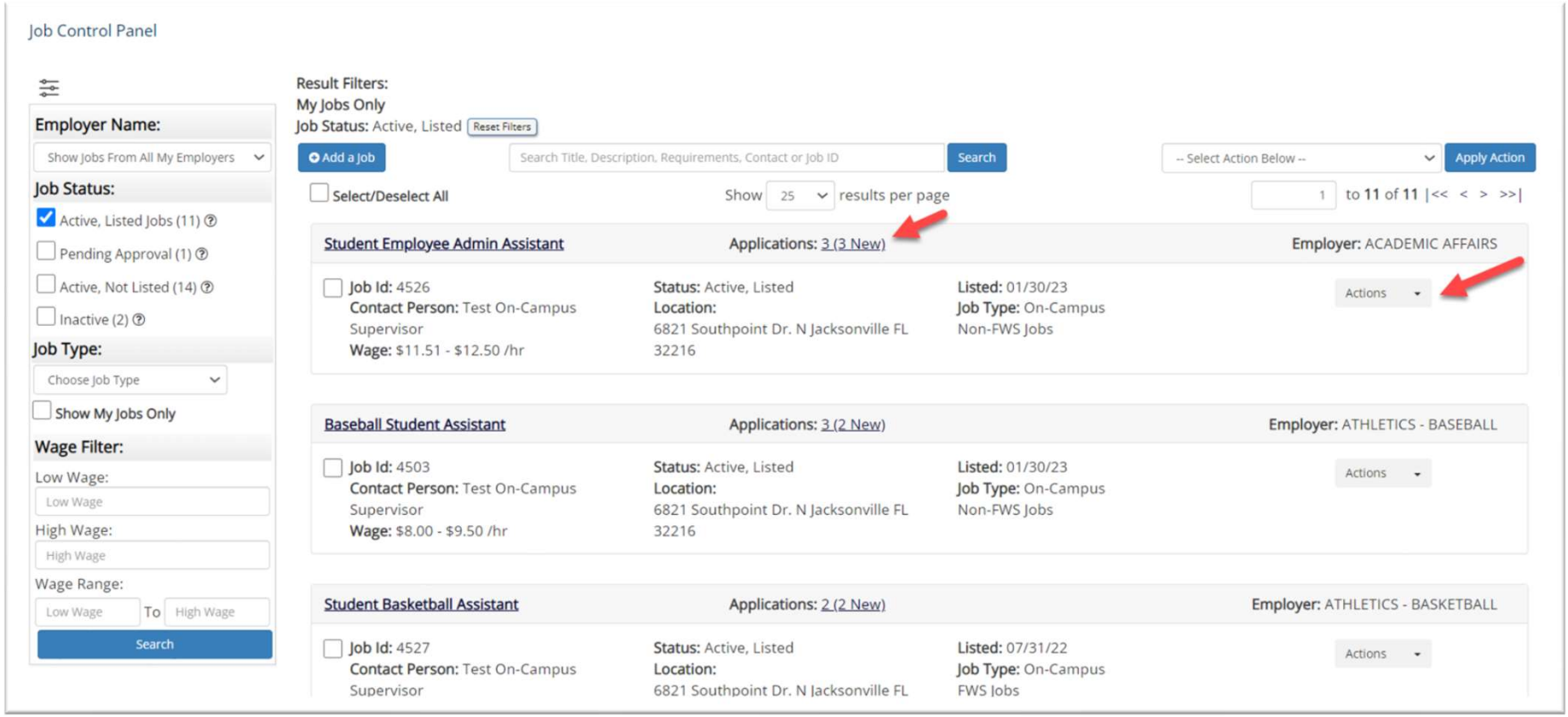
- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You 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

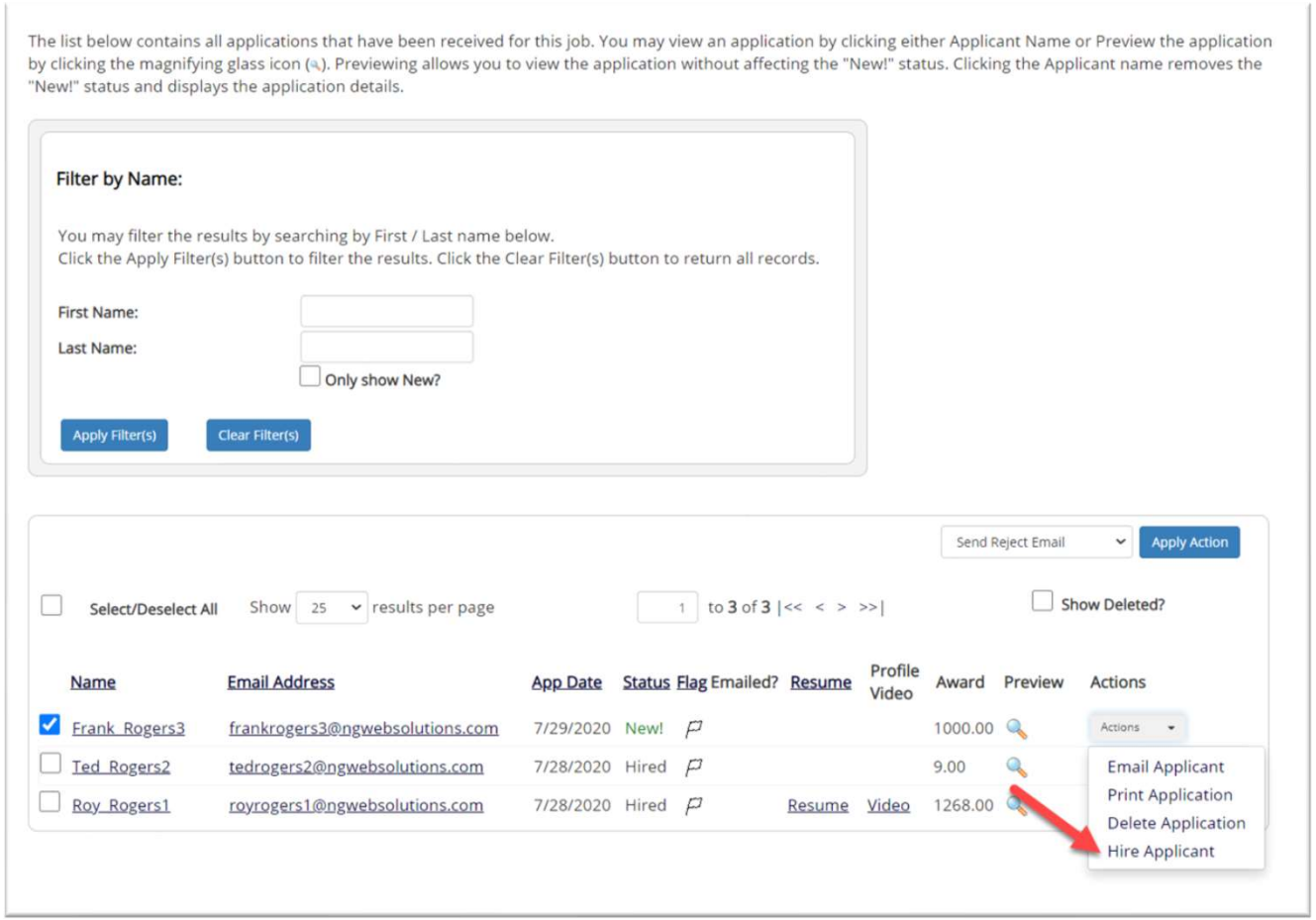
HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant



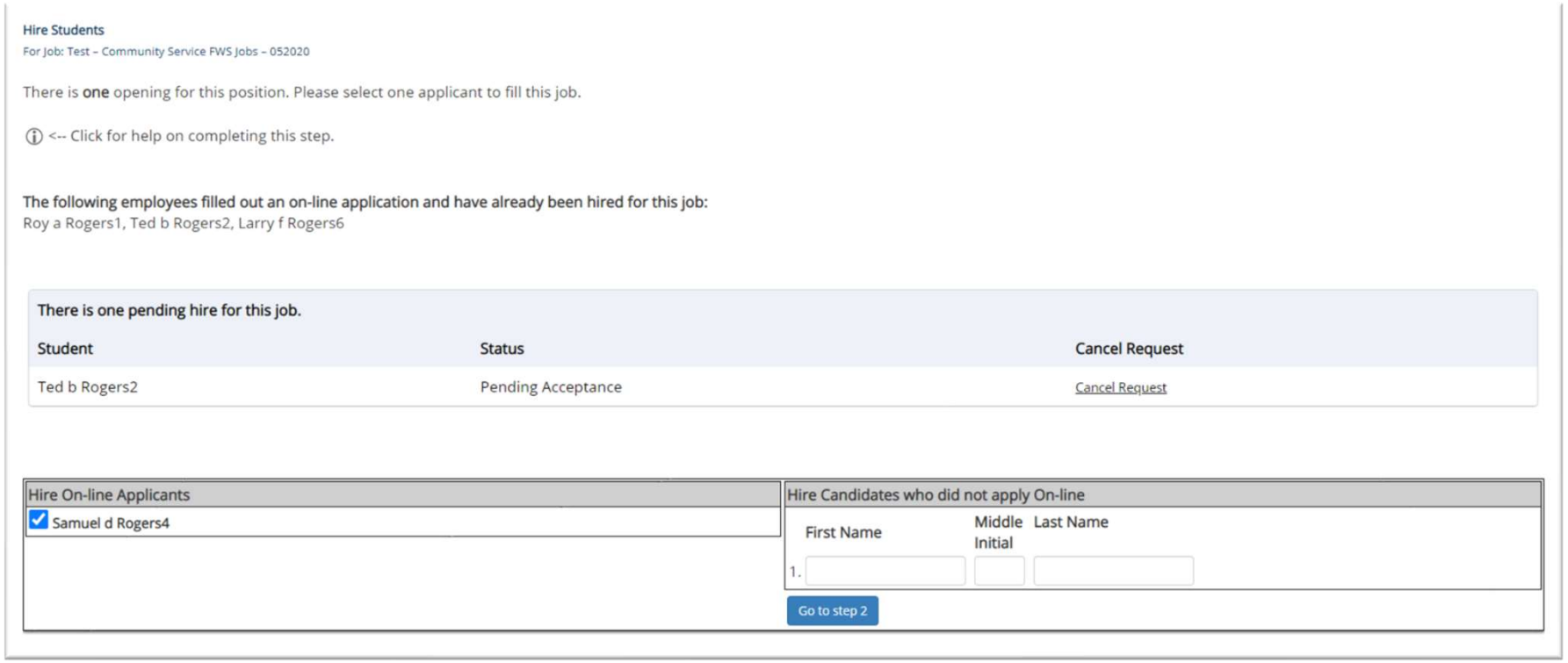
- To hire an applicant click on the '**Applications**' link or select '**Hire Applicant**' from the action drop-down menu. This is also used to hire or rehire an applicant that did not submit an application.

Hire an Applicant – Select Applicant who Applied



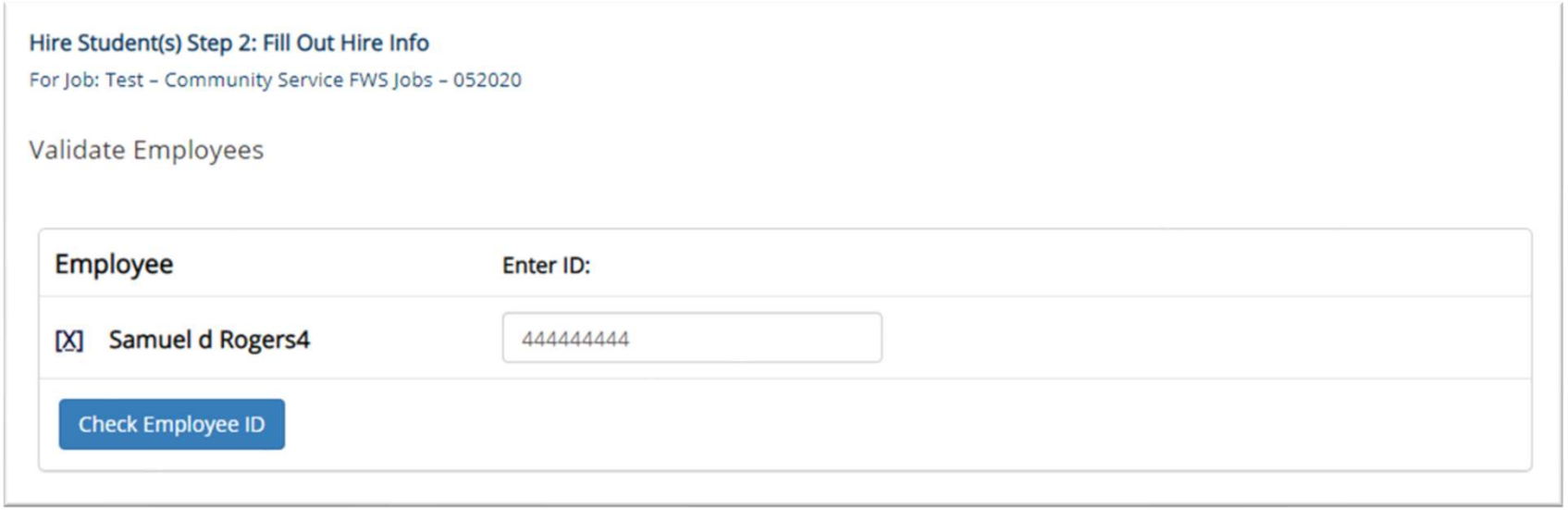
- If you wish to hire the applicant, please select '**Hire Applicant**' from the Actions dropdown list next to the applicant's name you wish to hire.

Hire an Applicant – Applied to Job Posting



- 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**'.

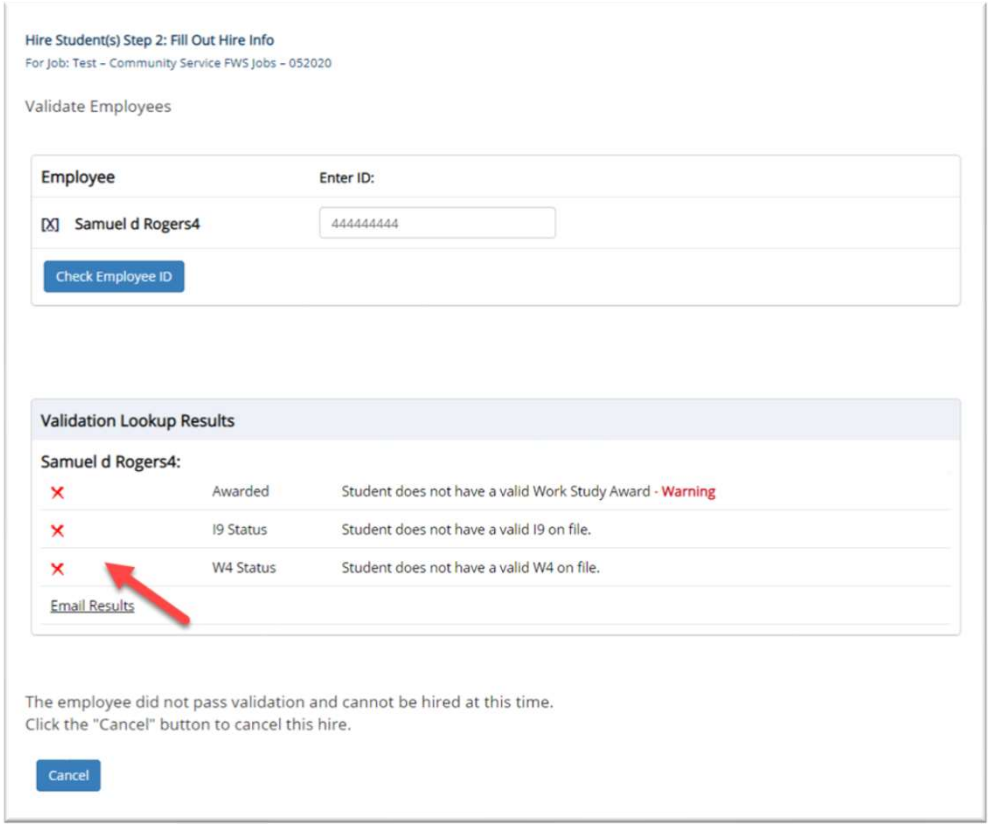
Hire an Applicant – Verification of Student ID



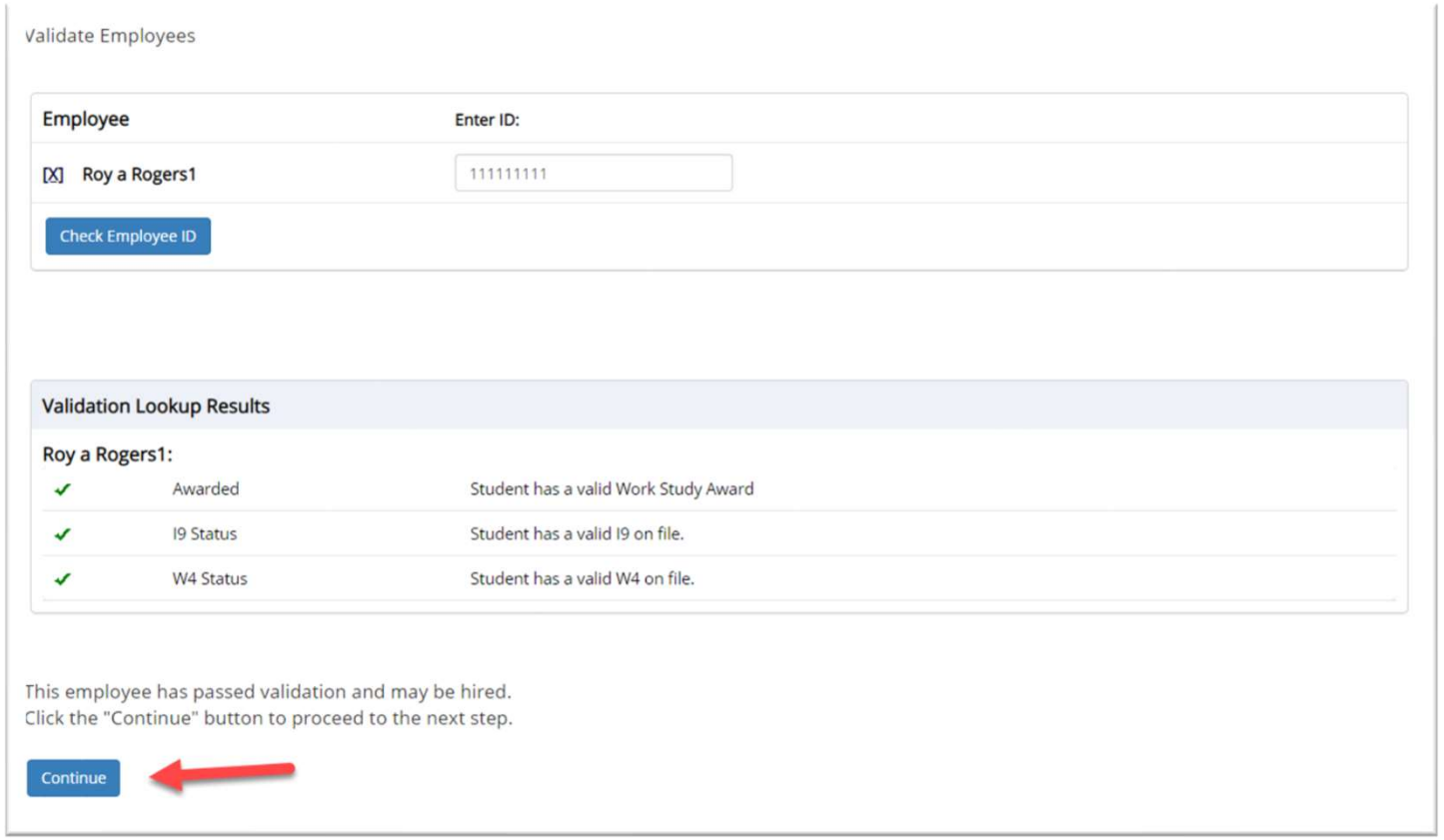
- The Employee's Downstate ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you may correct their ID by typing over the pre-filled ID.
- ***Please note**: If their ID has been mis-typed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.*
- 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.
- If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.
- 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.



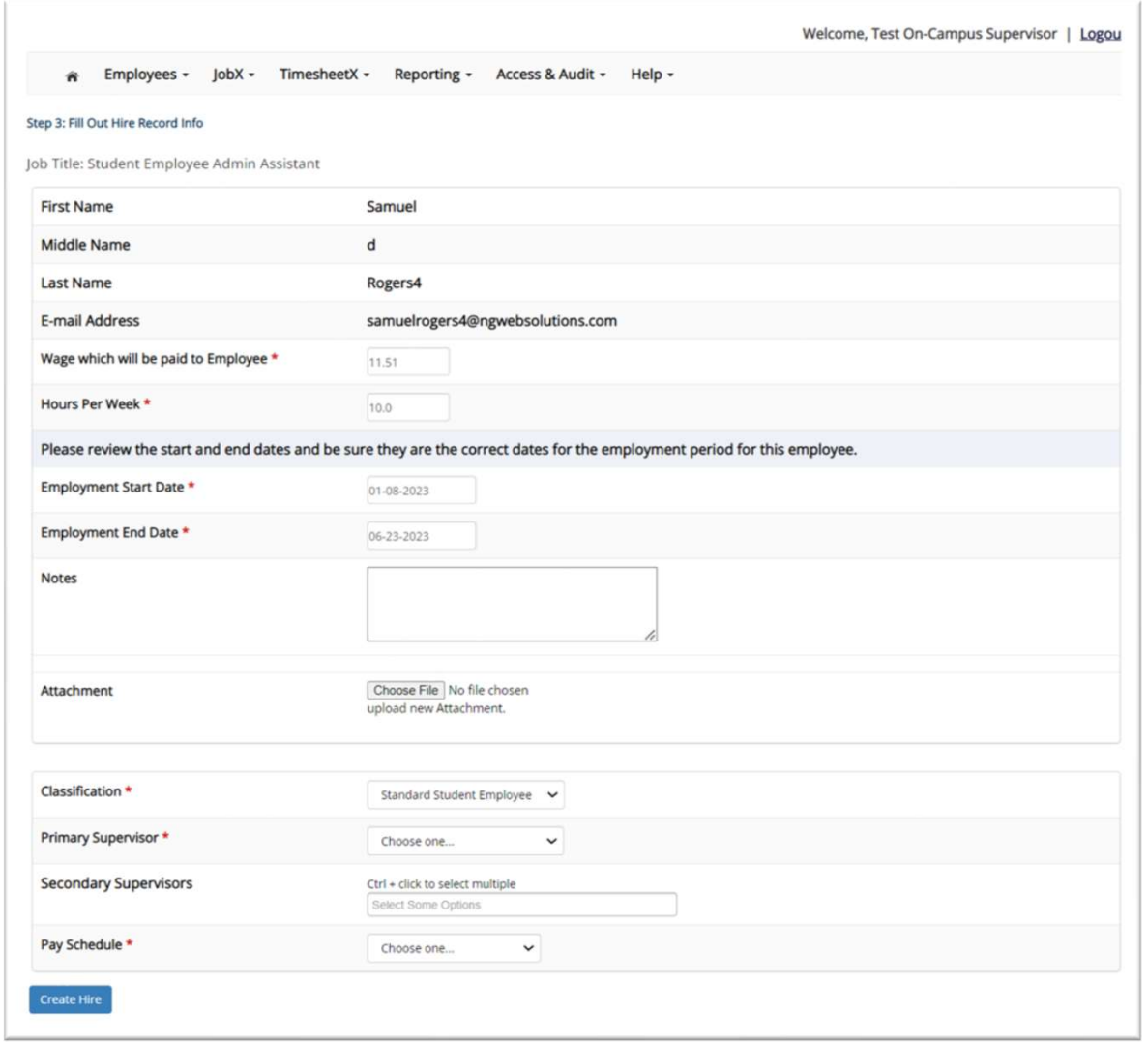
Hire an Applicant– Compliance Validation - Pass



- 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

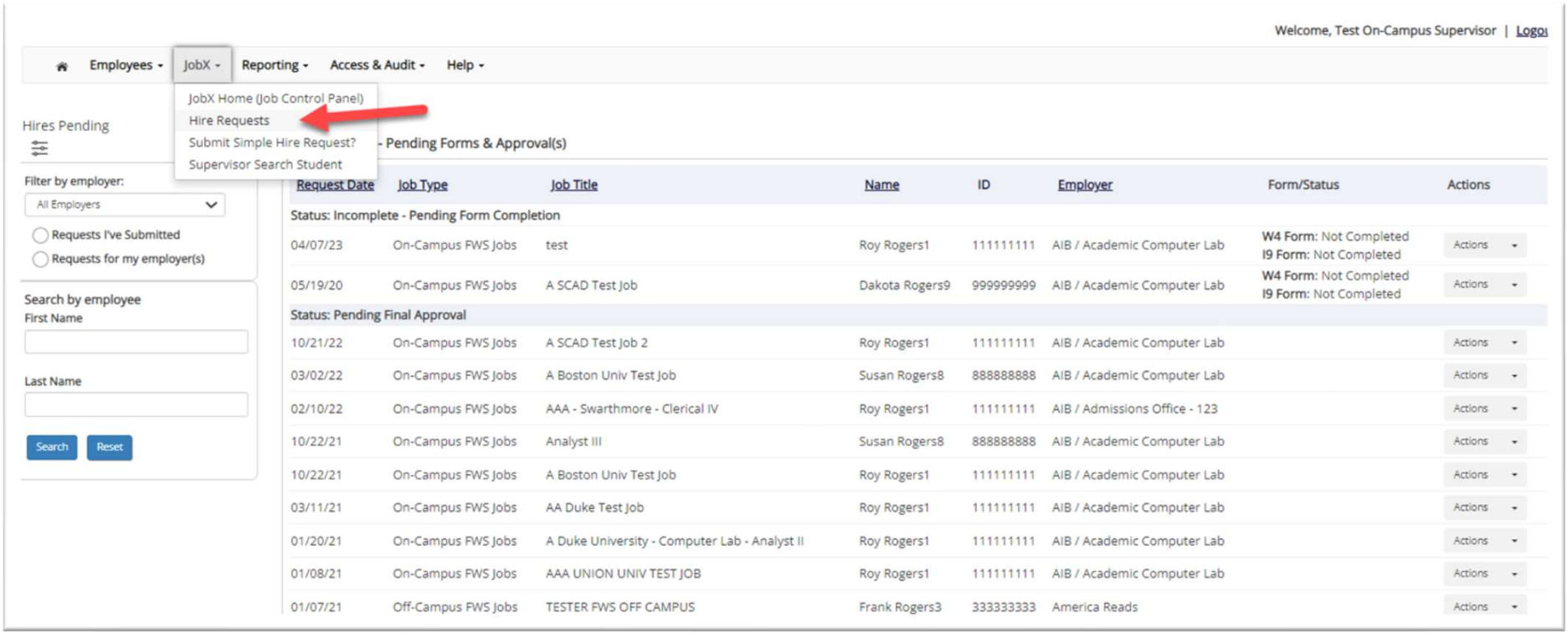
- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- Ensure you enter all information that is required and labeled with a * if not already populated for you.
- You may edit the information prior to establishing the hire.
- Click on the "**Submit Request**" button to send your hire to your pay person to complete the hiring process.
- After this step, the process is completed within JobX.



Hire Request - Pending

WHERE DO I VIEW PENDING HIRE REQUESTS?

Hire Requests – Pending Approval



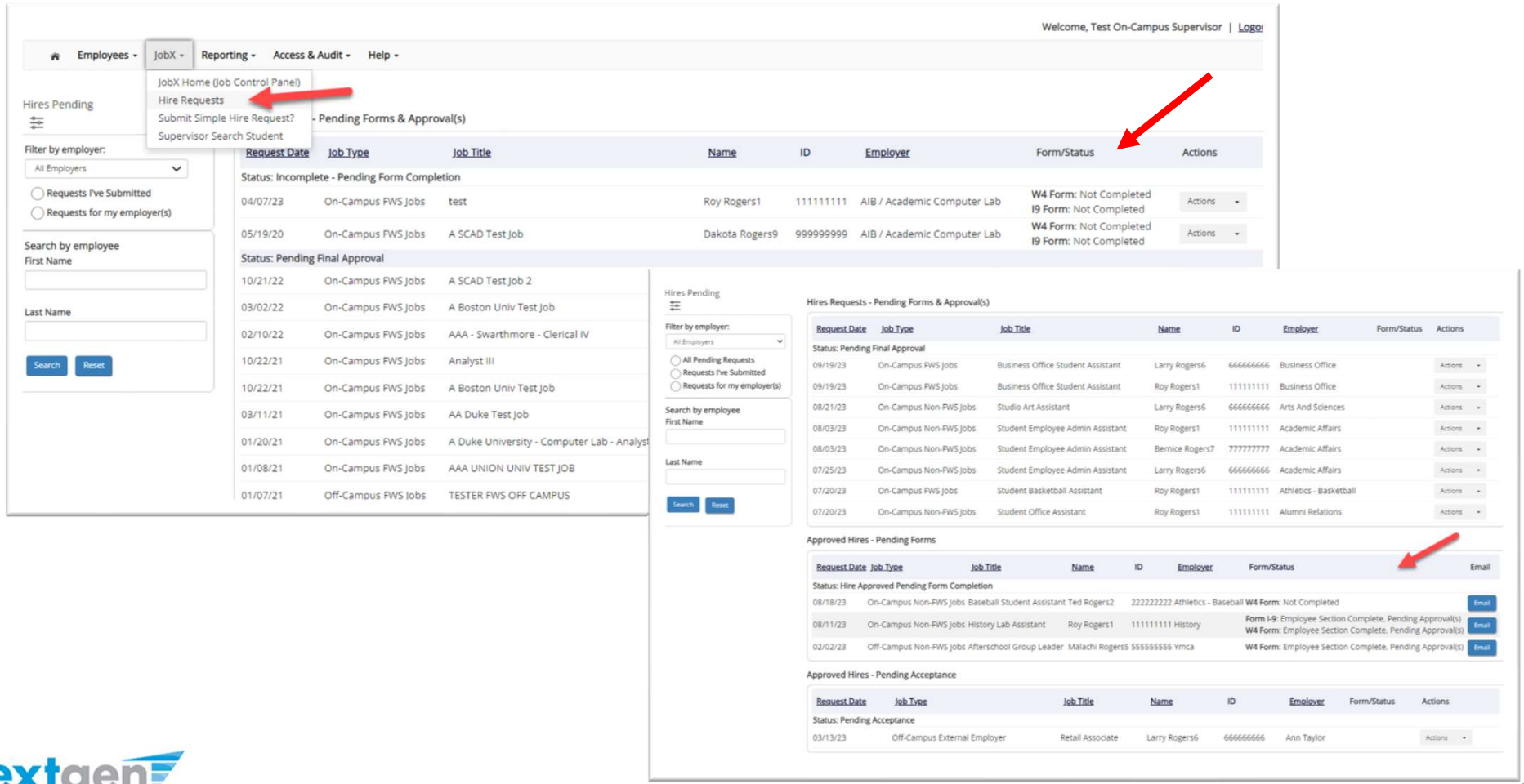
- To view pending hire requests, you may click on the '**JobX**' menu drop down and select '**Hire Requests**'.
- In the '**Action**' drop down, you have the option to '**Preview'** the hire information, '**Cancel'** the hire, or send a follow-up '**Email'** to the student from this dashboard.

Employment Forms

HOW DOES A STUDENT COMPLETE EMPLOYMENT PAPERWORK?

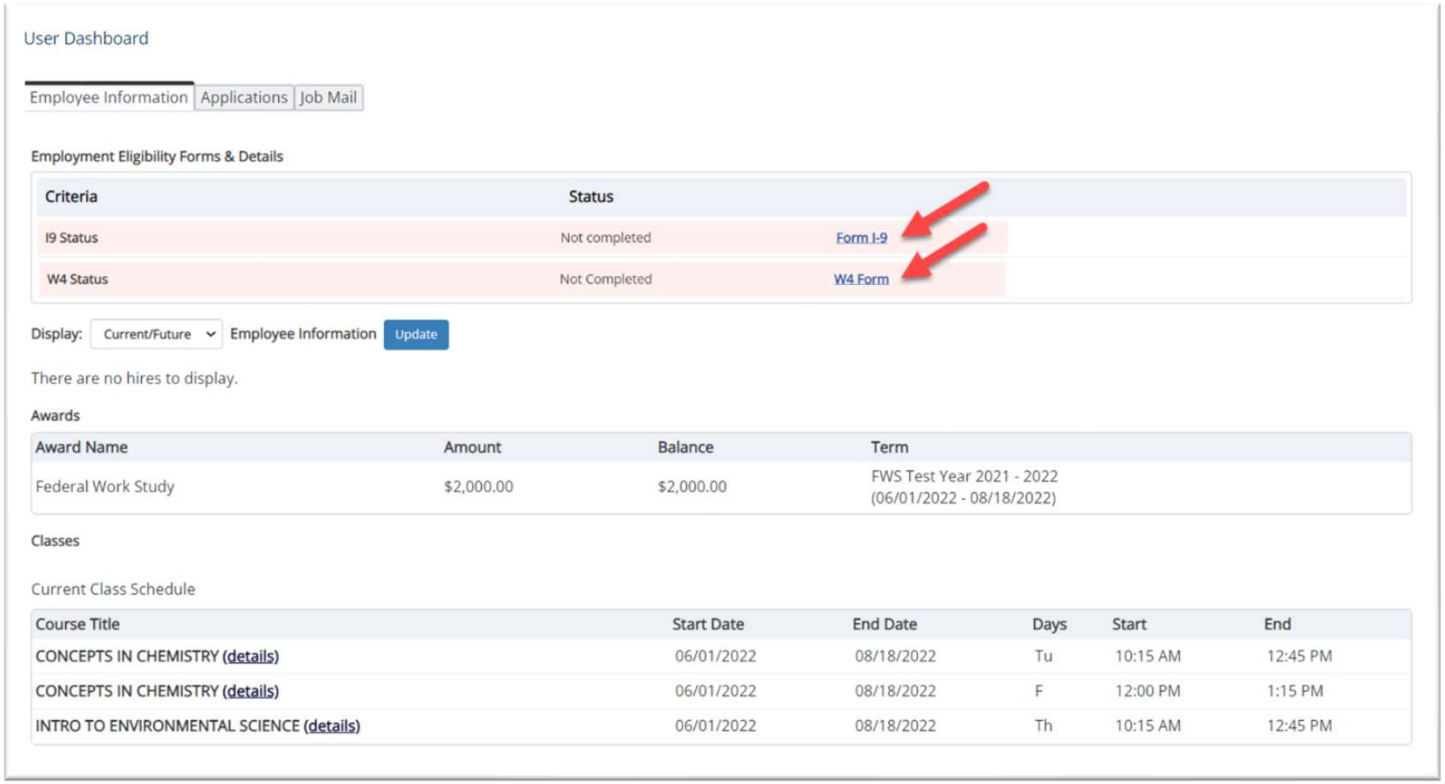
Employment Forms – Hire Request Page

On the Hire Request page, a supervisor will be able to monitor the form statuses in the section Incomplete – Pending Forms or Approved Hires – Pending Forms. This is based on if the student needs to complete the form before or after Administrative Approval.



Employment Forms

A Student is approved for hire, all employment forms will need to be completed and the statuses are displayed on the student's '**My Dashboard**'.



Student Authenticated into Dynamic Forms from JobX

Student is seamlessly authenticated into Dynamic Forms via JobX when they click a link on My Dashboard.

Dynamic Forms
Powered by NextGen

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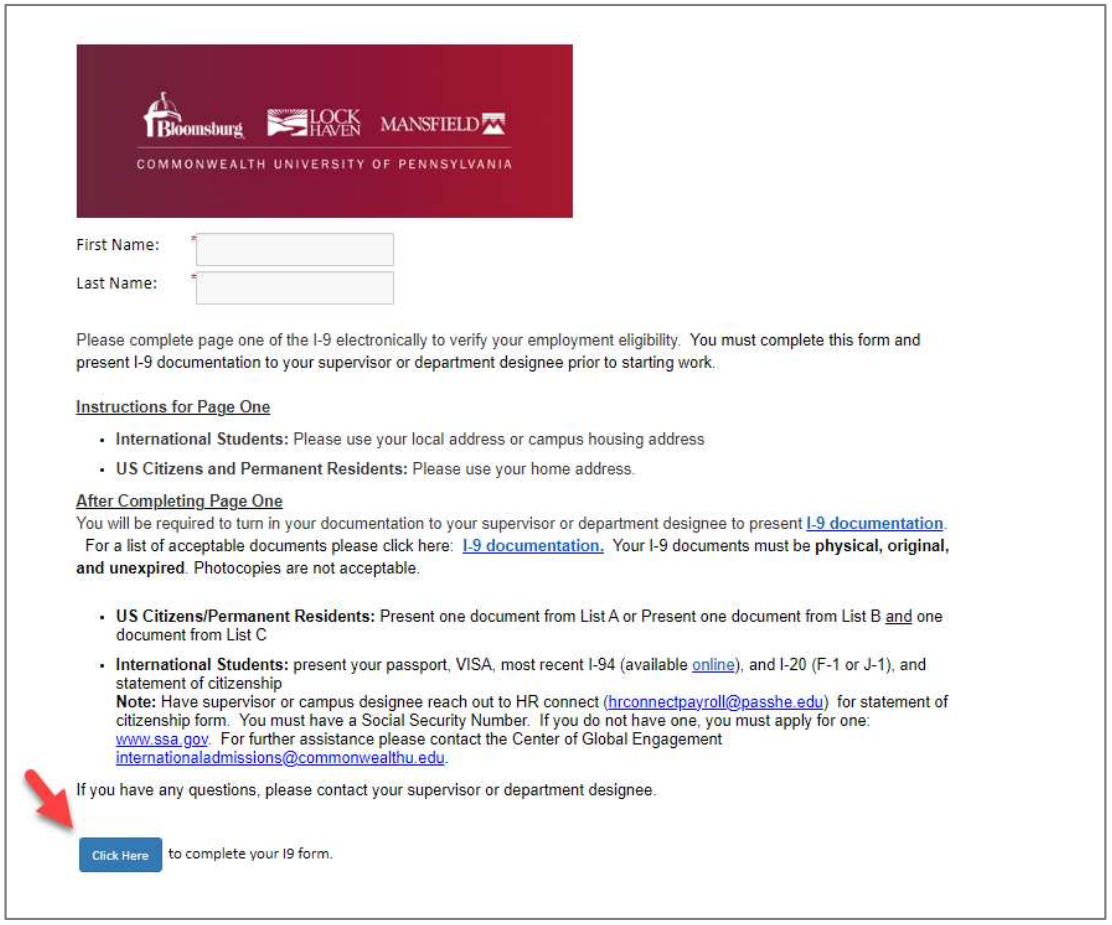
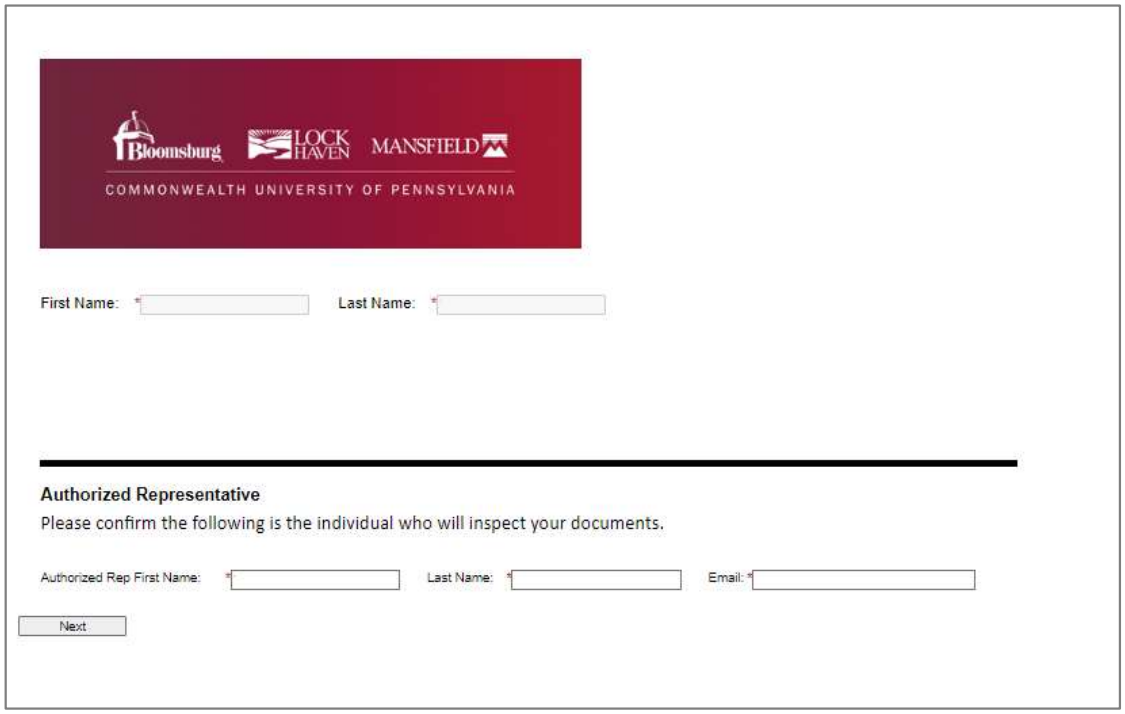
Electronic Form I-9 Workflow - Employee

- Student's first and last name fields are populated from JobX.
- Then, they will select '**Click Here**' to proceed to the Form I-9.
  - **Students**: Will complete section 1 of the form
  - **Administrator/Supervisors**: Complete section 2 the Form I-9 once the student presents the employment documents for physical inspection.



Electronic Form I-9 Workflow - Employee

- The student will verify the person listed on the next page is the individual who will be reviewing your employment documents.



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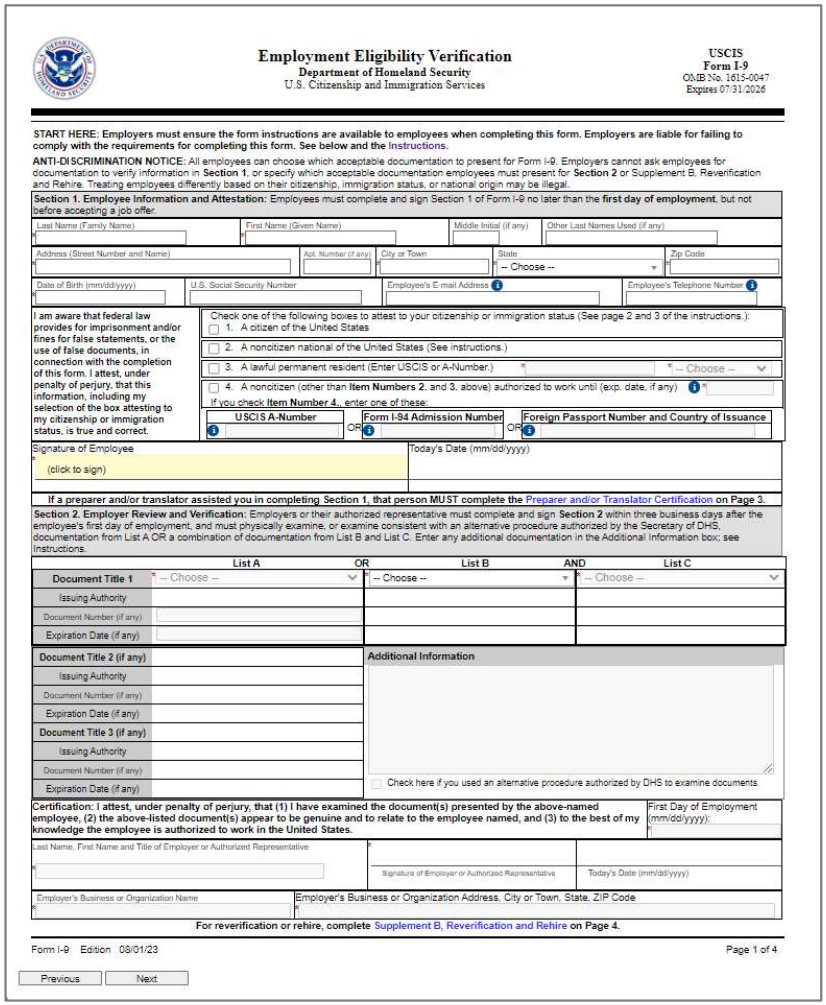
Electronic Form – Completed by Employee

- Student will complete the section 1 of the I-9 and electronically signs the form, including uploading your employment documents for record retention.
- Next, click '**Next**' to review the next page of the document until you receive a '**Thank you for submitting your document**' page. Your document is not submitted until you review this page. Since this is a legal document, all pages must be presented to the individuals signing the document.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) | First Name (Given Name) | Middle Initial (if any) | Other Last Names Used (if any)

Address (Street Number and Name) | Apt. Number (if any) | City or Town | State | Zip Code

Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's E-mail Address | Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):
1. A citizen of the United States
2. A noncitizen national of the United States (See instructions.)
3. A lawful permanent resident (Enter USCIS or A-Number.)
4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:
USCIS A-Number | OR | Form I-94 Admission Number | OR | Foreign Passport Number and Country of Issuance

Signature of Employee (click to sign) | Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	-- Choose --		-- Choose --		-- Choose --
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Document Title 2 (if any) | Additional Information
Issuing Authority
Document Number (if any)
Expiration Date (if any)
Document Title 3 (if any)
Issuing Authority
Document Number (if any)
Expiration Date (if any)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy):

Last Name, First Name and Title of Employer or Authorized Representative | Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name | Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23 | Page 1 of 4

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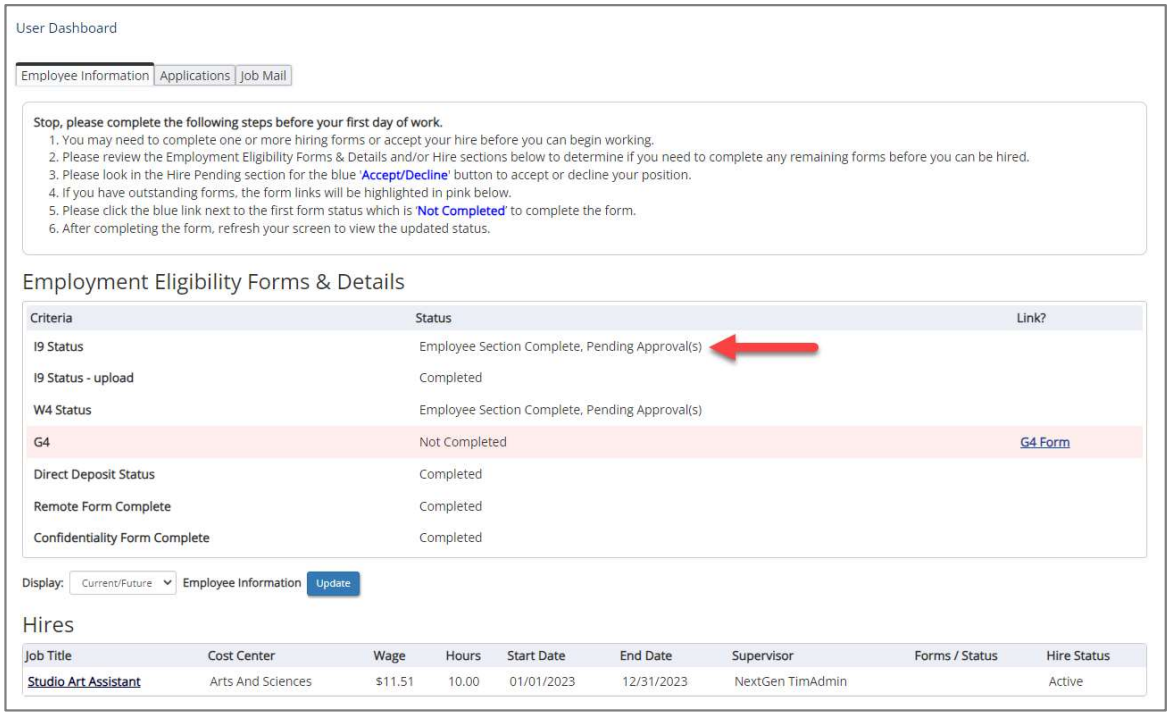
JobX Dashboard Updated

- Once the forms are completed, the student will refresh the browser once returning to JobX.
- Form Statuses updated on the User Dashboard to show '**Employee Section Complete, Pending Approval(s)**'



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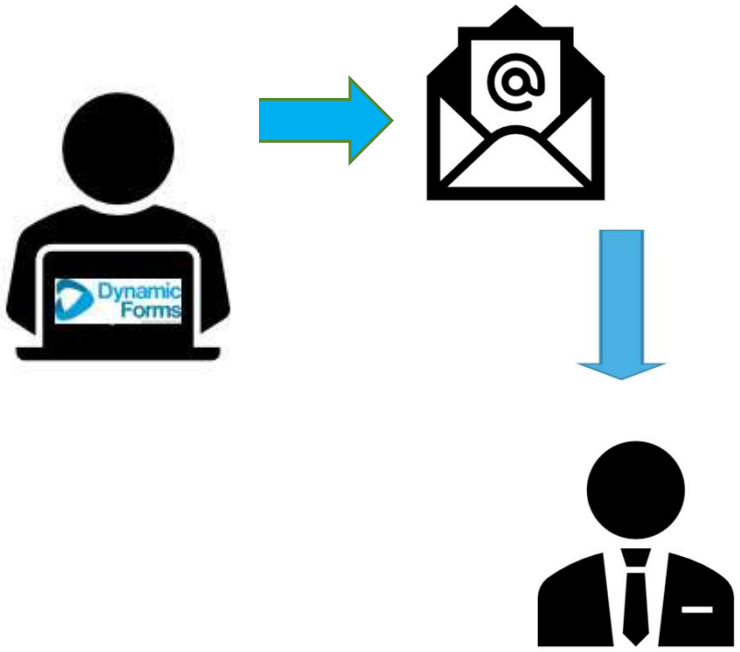
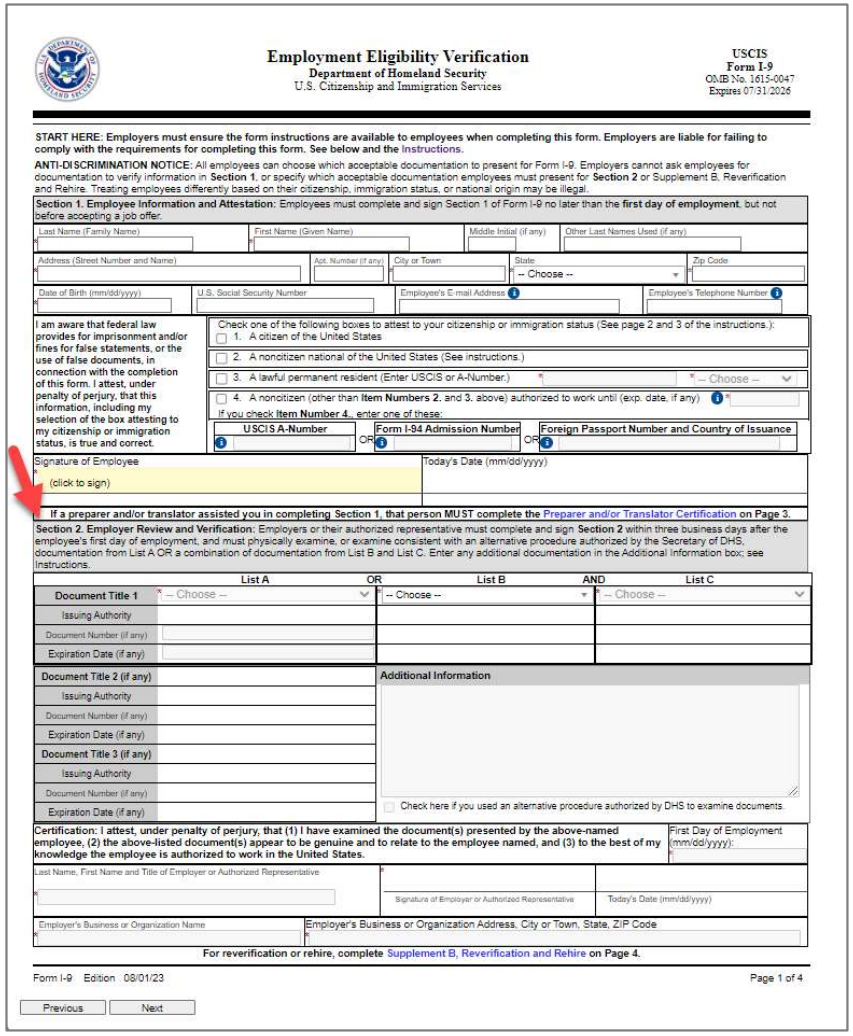
Admin/Supervisor Completes Forms

Dynamic Forms sends email to school's admin/supervisor to complete their section of the forms.

Admin/Supervisors: When the student presents the documents, you will find the email and click on the link to log into the system to complete the Section 2 of the Form I-9. You will need to click through all pages of the document.

The form process is complete when the Admin/Supervisor receives **'Thank you for submitting your document'** page.





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * | First Name (Given Name) * | Middle Initial (if any) | Other Last Names Used (if any)

Address (Street Number and Name) * | Apt. Number (if any) | City or Town * | State * -- Choose -- | Zip Code *

Date of Birth (mm/dd/yyyy) * | U.S. Social Security Number | Employee's E-mail Address | Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions.)
- 3. A lawful permanent resident (Enter USCIS or A-Number.) * * -- Choose --
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) * *

If you check Item Number 4., enter one of these:

USCIS A-Number | OR | Form I-94 Admission Number | OR | Foreign Passport Number and Country of Issuance

Signature of Employee * (click to sign) | Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A OR	List B AND	List C
Document Title 1	* -- Choose --	* -- Choose --	* -- Choose --
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			

Document Title 2 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	
Document Title 3 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	

Additional Information

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): *

Last Name, First Name and Title of Employer or Authorized Representative * | Signature of Employer or Authorized Representative * | Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name * | Employer's Business or Organization Address, City or Town, State, ZIP Code *

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

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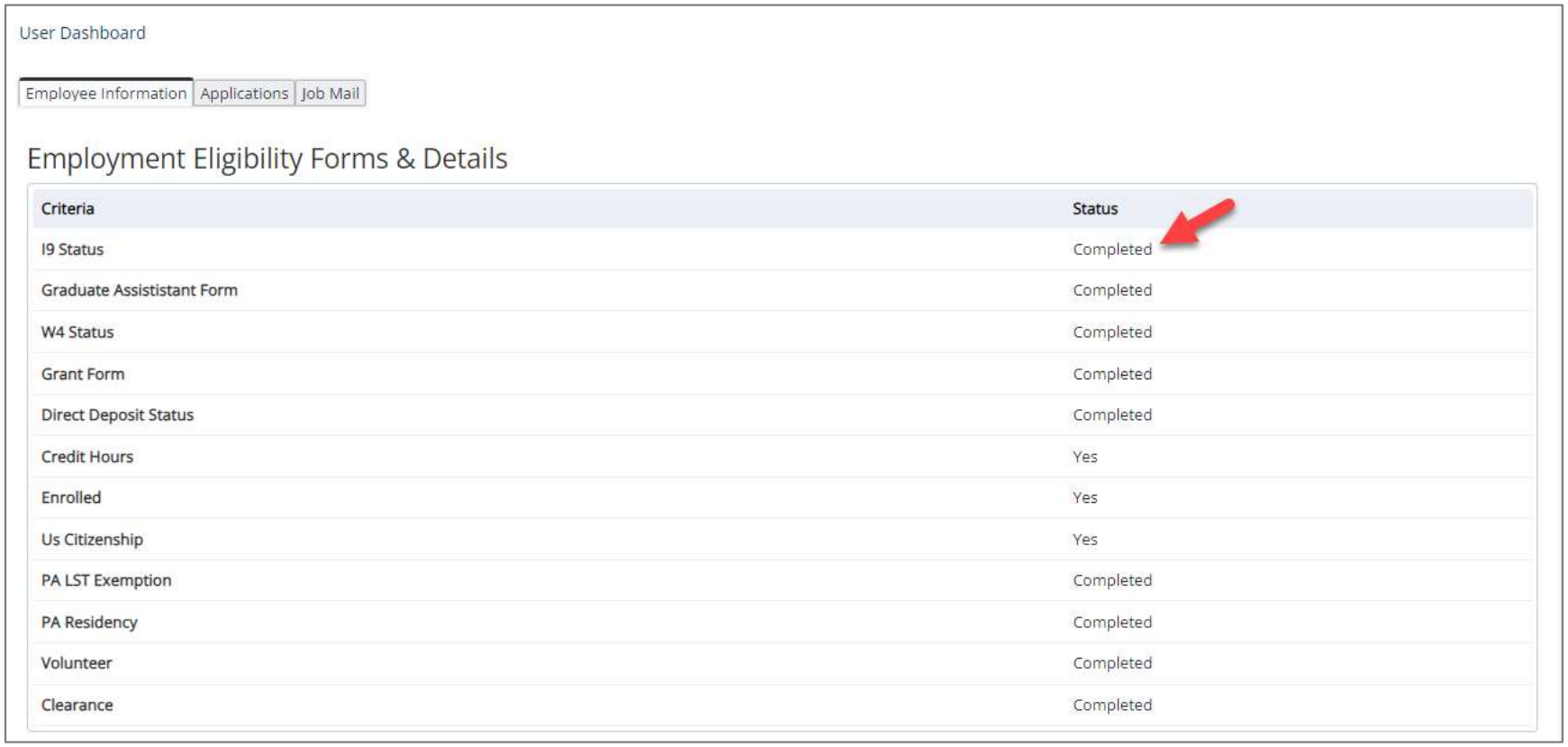
User Dashboard Updated – Workflow Completed!

- Once all the forms are completed, the student's **'My Dashboard'** Form Statuses are updated to '**Completed**'



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Final Approval

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

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Approved for Hire

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Active Hire

WHAT ARE THE NEXT STEPS ONCE STUDENTS ARE ACTIVE?

Next Step: Approved for Hire

Update with Your Information:

Questions?

Please contact the Student Employment at:

xxxx@institution.edu

or call us at: xxx-xxx-xxxx