# Hire an Employee



If you wish to hire the student, after clicking the "# Applicants" link next to the job on your control panel, please click the 'Hire' link next to the applicant's name you wish to hire.

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- The student's name will be automatically selected for you.

- Next, click 'Go to Step 2' to launch the hire validation engine.

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- The student's Email Address provided by the student in their job application will be defaulted into the Student Email Address field. If the applicant mis-keyed their student Email Address, you can correct their Email Address by typing over the pre-filled Email address. *Please note: If their Email Address has been mis-typed, they will likely fail the hire process as the system validates against the student Email Address provided to JobX by your institution.*

- Next, click 'Check NetID' to verify the correct student is selected.

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➢ The system will validate the employee's account to ensure they are eligible to be hired.

➢ If the employee is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the employee did not meet. The hire request will be prevented and you will need to click the 'Cancel' button.

➢ If all the validation requirements have been met, green check marks will be presented next to each eligibility requirement and a "Continue" button will be presented to continue the hire process.

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- ➢ If the employee has received any awards or is currently hired in any other jobs, this information will be presented for your consideration when completing this step of the hiring process.

- ➢ 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 "Submit Request" button.