

Hire an Employee

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View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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 limit 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?

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input checked="" type="checkbox"/> Malachi_Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="🔍"/> <input type="button" value="✉️"/> <input type="button" value="🗑️"/> Delete	Hired
<input type="checkbox"/> Ted_Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="🔍"/> <input type="button" value="✉️"/> <input type="button" value="🗑️"/> Delete	Hired
<input checked="" type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	<input type="button" value="🔍"/> <input type="button" value="✉️"/> <input type="button" value="🗑️"/> Delete	Hired

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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Hire Employee(s)
For Job: Test on Campus FWS Job-11/17/16

When hiring a candidate who did not apply on-line, please enter (at a minimum) the last name and NETID.

There are 3 openings for this position. Please select 3 or fewer applicants to fill this job.

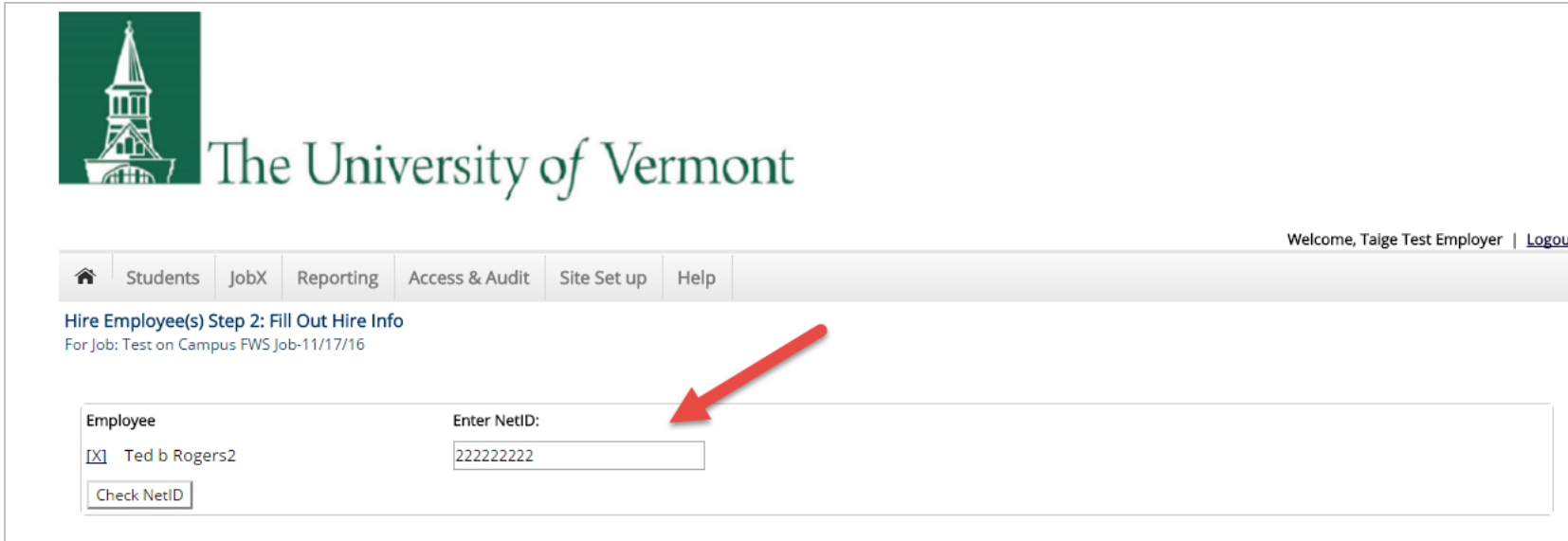
 Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:
Roy a Rogers1, Malachi e Rogers5

Hire On-line Applicants	Hire Candidates who did not apply On-line																
<input checked="" type="checkbox"/> Ted b Rogers2	<table border="1"><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Net ID</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Initial	Last Name	Net ID	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	Net ID														
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														

- 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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Hire Employee(s) Step 2: Fill Out Hire Info
For Job: Test on Campus FWS Job-11/17/16

Employee: Ted b Rogers2

Enter NetID:

- 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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Hire Employee(s) Step 2: Fill Out Hire Info
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Employee: Enter NetID:

Validation Lookup Results

✓ Ted b Rogers2:	
✓ FWS Award Amount Eligible	The employee is on this list.
✓ FWS Eligible	The employee is on this list.
✓ FWS Eligible Student Type	The employee is on this list.
✓ Supervisor Terms and Conditions Agreement	This Supervisor has completed the required Terms and Conditions Agreement.

This employee has passed validation and may be hired.
Click the "Continue" button to proceed to the next step.

- 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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Hire Employee(s) Step 2: Fill Out Hire Info
For Job: Test on Campus FWS job-11/17/16

Please fill out hire info for this student.

Employee First Name: Ted
Employee Middle Name: b
Employee Last Name: Rogers2
NetID: 22222222
Email Address of Employee Hired: tedrogers2@ngwebsolutions.com
Wage which will be paid to Employee: 10.00
Hours per week: 10.0
Start Date (mm/dd/yyyy): 01-01-0001
End Date (mm/dd/yyyy): 01-01-0001
Is this a new hire or a re-hire? Hire Re-Hire

Additional Notes

Submit Request

Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
dog walker	Test Off Campus FWS	\$10.00	01/23/2016	01/30/2017	NextGen TimAdmin

= Active = Inactive = Closed = Pending

There are no current awards to display.

- 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.