Next Gen Web Solutions Student Employment

Employer Training Template

Student Employment - JobX

JobX = Total Solution

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.

Student Employment - JobX

JobX Benefits for Employers:

- Job posting control
- Custom applications
- E-mail alerts
- Streamlined hiring
- Broadcast e-mail tools for student communication

School Specific

- Your site has YOUR School look and feel

- Your site has YOUR School departments

- Your site has been configured to support
  YOUR School processes

Today's Demo

- Employer posts job

- Employer hires student

First Time?

Request a Login

1. **Navigate to**
   https://nvcc.studentemployment.ngwebsolutions.com
2. **Click 'On-Campus Employers'**

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**IF YOU DON'T HAVE A LOGIN YET,
YOU MUST CREATE ONE**

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> Student Employment Home

On-Campus Employers

Log In

Request Login Permission

Contact Us

Log Out

[Edit this Nav Bar]

On-Campus Employer Home Page

Student Employment News

Welcome to the Student Employment website!

Forms and Information

General information about posting jobs, hiring, and access to all University student employment forms.

Suggestion Box

Send us your suggestions, ideas, or concerns!

Employer Training Presentation!

Employer Tools

Job Management Login

Login to post jobs, hire students, and access student applications.

Request a Login

Click above if you are an On-Campus Employer who has **never** logged in before.

User's Guide [Jobs]

Download the Web site User's Guide in PDF format.

Click 'Request a Login'

1. **The following information is required:**
   - **First Name**
   - **Last Name**
   - **School E-mail address**
   - **Password**
   - **Employer (select your primary department from the list)**
   - **Title**
2. **If you need to be able to manage jobs for additional departments, state which ones in the 'Notes' section.**
3. **Click 'Submit' to send your request to the Financial Aid Office.**

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Thank you for submitting a log-in request. It will be reviewed as soon as possible, and you will receive email once it is approved.

Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

THE FINANCIAL AID OFFICE WILL CONTACT YOU WHEN YOUR ACCOUNT IS APPROVED

1. **Navigate to https://nvcc.studentemployment.ngwebsolutions.com and click 'On-Campus Employers'**
2. **Click 'Job Management Login'**

FORGOT YOUR PASSWORD? NO WORRIES!

Click the link in 'Help! I forgot my password!'

1. **Enter the e-mail address you used when you signed up.**
2. **Click 'Submit'**

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Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

Please check your email in a few minutes for instructions to reset your password.

If you have not received an email within that time, please click the BACK button and be sure:

You do not have any typos in the email address you submitted.

You entered the email address that you originally used to register for this site. The email addresses must match exactly.

Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please contact the Student Employment administrator.

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Sitemap | A-Z Index | Closings & Emergencies | Jobs at NOVA | Directories & Offices | IT Help Desk | Contact Us

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Nondiscrimination | En Español

Text Version | Accessibility | Northern Virginia Community College ©2010

Check your e-mail after a few minutes.

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From:	novafinancialaid@nvcc.edu		Sent: Thu 07/22/2010 9:31 AM
To:	taige.haines@ngwebsolutions.com		
Cc:			
Subject:	Reset your password		

To reset your password, please click here: https://nvcc.studentemployment.ngwebsolutions.com/Chm_ResetPassword.aspx?
UserId=16963&P=   F4F068E71E0D87BF0AD51E6214AB84E9

Click the link in the e-mail.

Reset your password

Please enter a new password in the boxes below.

New password: [   ]

Confirm password: [   ]

Submit

Student Employment Home

Students

On-Campus Employers

Contact Us

Enter a password and click 'Submit'

Click the link to continue to the Job Control Panel.

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Post A Job

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Student Employment Home

Log Out

Please Log In!

Email Address   supervisors@nvcc.edu

Password   •••••••••

Log in

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

Any unauthorized review, use, disclosure, or distribution of confidential information contained in this
system is strictly prohibited.

I agree to access and use only information that I need in the performance of my employment duties.

Any misuse or unauthorized release of confidential information may be grounds for discipline or legal
action.

Employers, don't have a password? Request permission to post jobs by clicking here.

Help! I forgot my password! (If so, click here).

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Community College   Sitemap | A-Z Index | Closings & Emergencies | Jobs at NOVA | Directories & Offices | IT Help Desk | Contact Us

Log in with your e-mail address and password

If you only have posting permissions for one department, you will not see a 'Filter Employers' box. This only appears when you have posting permissions for more than one department.

If you have posting permissions for more than one department, select the department for which you want to post a job. If not, proceed to the next slide.

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Student Employment Home

ⓘ

Job Control Panel

Welcome, Taige Test
Thursday, July 22, 2010

Review Student Resumes

Filter Employers:
Student Services

Log Out

Add a new job for Student Services

:: CURRENTLY LISTED JOBS

No jobs are currently listed.

:: Review Mode Jobs

No jobs are currently in review mode.

:: Jobs in Storage

No jobs are currently in storage.

1.   Click 'Add a new job...'

1. **Select the Job Category**
2. **Enter job title, description and job requirements**
3. **Enter the number of available openings**
4. **Enter the range of hours per week that will be worked**
5. **Enter a Start Date and End Date for the job. You may enter text instead of a date (i.e. ASAP, End of Year, etc.)**
6. **Select the timeframe for the job.**

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Job Category «?»	Choose one...
Job Title Example: Front Desk Receptioninst	
Job Description Please be as detailed as possible.	
Job Requirements Please be as detailed as possible.	
Number of Available Openings	
Hours per Week	10.0 to Same
Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").	
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	
Time Frame «?»	Choose one...

1. **Select the appropriate Base Pay Rate for the job.**

2. **Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.**

3. **If you wish to designate a secondary contact, select the person's name from the list and click the 'Add >>>' button.**

4. **You may optionally enter a Phone Number, a Fax Number, an alternate E-Mail Address, and a Work Location if you wish.**

5. **Lastly, click 'Submit' to continue.**

How to add a new question to the institutional default job application

You may add questions to the institutional default application, if approved by the site administrator, to ensure you get the best candidate for your job.

To do so, select a type of question from the drop down menu (i.e. Single Line question, Multiple Line Question, Single Choice , Multiple Choice, or Section Heading) and click "Insert".

Note: For single or multiple choice questions, please ensure the options (i.e. yes or no for a single choice question) are comma-separated.

When you are completed with managing the application, click the "Click here when finished" button.

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Pending Job Application - Student Services - test

If you are ready: Click Here when finished

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

New Element: Single Line
New Element: Multiple Line
New Element: Single Choice
New Element: Multiple Choice
New Element: Section Heading
Existing Element: 7. Degree Expected
Existing Element: 8. Major
Existing Element: 9. Minor
Existing Element: 10. Student Type:
Existing Element: 11. Are you at least 18 ...
Existing Element: 12. Visa Status
Existing Element: 13. Campus Address
Existing Element: 14. Campus Phone
Existing Element: 15. Home Address
Existing Element: 16. Have you previously ...
Existing Element: 17. If you answered yes ...
Existing Element: WORK EXPERIENCE
Existing Element: 18. Employer #1 - Name:
Existing Element: 19. Employer #1 - Employ...
Existing Element: 20. Employer #2 - Name:
Existing Element: 21. Employer #2 - Employ...
Existing Element: 22. Employer #2 - Respon...
Existing Element: 23. Do you have another ...
Existing Element: 24. Position you are app...
Existing Element: 25. Have you been awarde...
Existing Element: 26. If you answered yes ...
Existing Element: 27. Semesters desired fo...
Existing Element: * To work during the...
Existing Element: 28. Date Available? How...
Existing Element: 29. Are you available to...

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

Edit Delete   Insert: New Element: Single Line   Insert

6. Year of Graduation

*

1. **Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later' or designate a specific date in the future. The job will go to Storage for later review.**

2. **Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.**

For the question, "For how many days do you want the job to be listed
on the site?
1.   If you want to designate a specified period of time the job should be posted, select the applicable
       duration from the drop down list.

2.   If you want the job to be posted until you close the job, select 'Until I close the job.'

3.   Click on the "Click here to Finish" button

4.   Your job will be submitted to the Student Employment Office for approval.

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Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

Student Services - test

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 your job.

If you want to edit the job or view the job details, click the 'Manage Job' link next to your job posting.

1. You may edit your job posting, view the application, or request that the job status be changed.
2. To go back to your Job Control Panel, click 'Job Control Panel' in the NavBar on the left.

Your Job Is Approved!
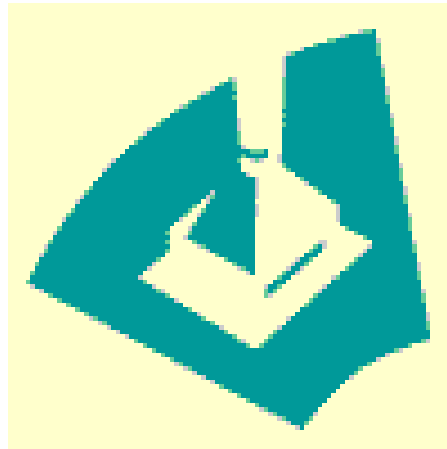
NOW THAT YOUR JOB IS APPROVED, YOU CAN HIRE A STUDENT!

You may hire a student one of two ways. You may hire them as a walk-in candidate by clicking 'Manage Job', then clicking on 'Hire a Student' on the 'Manage Job' page, or…

1. You may hire them if they applied online.

2. Click the 'View Applicants' link to hire an online applicant.

Click 'View' next to the student's name to review the application. If the student has provided a resume, click on the "Resume" link next to their name. If the student has not provided a resume, "Not Applicable" or N/A will be present in this field.

How do I reject a student?

After selecting view applicants, click 'Rejection' next to the E-mail Applicants section.

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Job Application - Financial Aid Dist Off/Awards - Answering phones

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 or rejected.

New! ☑ Student, Test

To   *Comma-separated list of other recipients' email addresses* (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From   taige.haines@ngwebsolutions.com

Subject   Job: Answering phones

I am interested in meeting with you to discuss your interest in
the Answering phones job opening in my department.

This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected. Note: *Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.*

You may change the text in the body of the e-mail, then click on the "Send" button.

How do I contact a Student if I wish to set up an interview?

After selecting view applicants, click 'Greetings' next to the E-mail Applicants section.

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Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Review Student Resumes

Log Out

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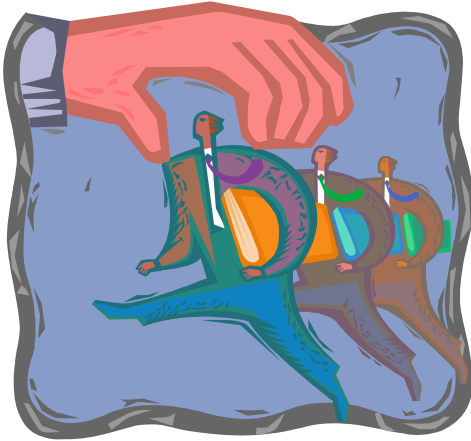
Job Application - Financial Aid Dist Off/Awards - Answering phones

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New! ⚑ ☑ Student, Test

To   *Comma-separated list of other recipients' email addresses* (i.e., walk in candidates), if any.
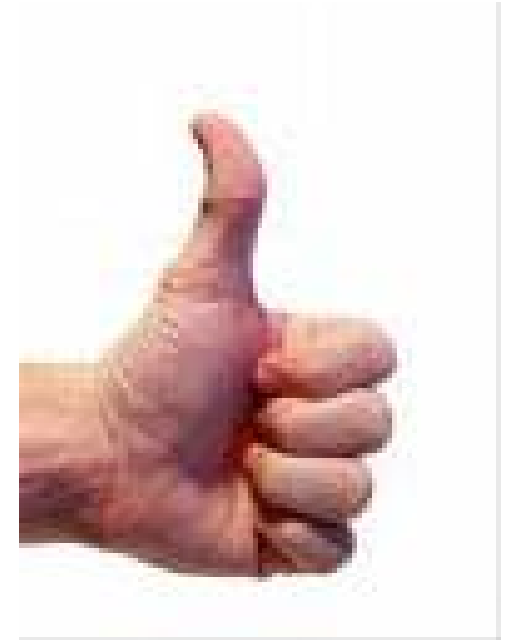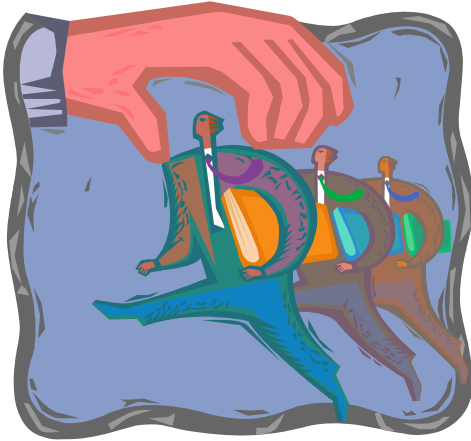Example: Joe@yahoo.com, Mary@hotmail.com

From   taige.haines@ngwebsolutions.com

Subject Job: Answering phones

I am interested in meeting with you to discuss your interest in
the Answering phones job opening in my department.

This feature is utilized to set up interview schedules. Note: *Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.*

You may change the text in the body of the e-mail, then click on the "Send" button.

How do I hire a Student?

If you wish to hire the student, click 'Hire' next to their name.

1. **For students that apply on-line, the student's name is automatically selected for you.**

2. **Click 'Go to step 2' to continue.**

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Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Review Student Resumes

Log Out

[Edit this Nav Bar]

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Answering phones

Validate Students

Student	Enter ID:
Test Student	V01234567
Check Student ID	

Student Validation Lookup Results

Test Student:

✔	FWS Award List A	The student IS on this list. Values: Last Name: **Rodriguez** First Name: **Candace** Award Amount: **2500**

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

Click 'Check Student ID' to verify the correct student is selected.

The system will validate the student's account against a Work Study list to ensure the student has been awarded. If the student has not been successfully awarded, the system will prevent the student from being hired.

Click the "Continue" button.

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Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Review Student Resumes

Log Out

[Edit this Nav Bar]

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Answering phones

Please fill out hire info for this student.

Student First Name	Test
Student Middle Name	
Student Last Name	Student
Student ID number	V01234567
Email Address of Student Hired	test
Wage which will be paid student	7.25
Hours per week	10.0
Estimated Employment Start Date (mm/dd/yyyy)	
Estimated Employment End Date (mm/dd/yyyy)	
Is this a hire or a re-hire?	⦿ Hire ◯ Re-Hire
Additional Notes	

Submit Request

1. **You may edit the information prior to establishing the hire.**
2. **Click on the "Submit Request" button.**

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Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

Your hiring request(s) has been submitted and is now Pending Final approval.

A notification email has been sent to the following email addresses:
sample@college.edu

Your hire request will be reviewed and approved by the Financial Aid administrator.

Your hire will be approved after all hiring paper work is received and processed. Work-study students may not start working until hire has been approved.

WE'RE FINISHED!

QUESTIONS?