



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

> Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

[[Edit this Nav Bar](#)]

Welcome to Northern Virginia's Student Employment!



Important Information

More Than Just Our Look Has Changed:

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available:

To search the listings now, [click here](#).

Students

Search for a great job or sign up for e-mail notification about positions you're interested in.

On-Campus Employers

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

Off-Campus Employers

Off-campus employers tbd by Bob

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

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

Apply Now

My NOVA

> [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.

The screenshot shows the 'Request Permission To Use This Site' form on the NOVA Northern Virginia Community College Student Employment website. The form is titled 'Request Permission To Use This Site' and includes a warning: 'You must be a registered user to post jobs on the Student Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.' The form fields include: First Name, Middle Name, Last Name, Full Email Address (with a note to use a school email), Street 1, Street 2, City, State, Zip Code, Phone, Fax Number, Website, Choose a Password (with a note to use a case-sensitive password), Enter Password, and Re-Enter Password. Below these fields is a section titled 'Please choose the employer for which you work from the list below.' with a dropdown menu for 'Employer' and a text field for 'Job Title'. There is also a 'Notes' section with a text area and a 'Submit' button at the bottom. The footer of the page includes the NOVA logo, a sitemap, and contact information.

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**

Student Employment Home

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On-Campus Employer Home Page

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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.

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



FORGOT YOUR PASSWORD? NO WORRIES!



Student Employment Home

Log Out

Please Log In!

Email Address

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](#)).

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

Student Employment Home

Students

On-Campus Employers

Off-Campus Employers

Contact Us

If you forgot your password...

If you forgot your password, please enter your email address below. A link to reset your password will be sent to you by email.

Please be sure to enter you email address carefully. For security reasons, the system will NOT notify you if there is no matching email address. Enter in exact form the email address you used originally to register for this site.

Your email address:

Submit

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

Student Employment Home

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

Students

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

On-Campus Employers

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

Off-Campus Employers

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

Contact Us

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.](#)

Check your e-mail after a few minutes.



From: novafinancialaid@nvcc.edu
To: taige.haines@ngwebsolutions.com
Cc:
Subject: Reset your password

Sent: Thu 07/22/2010 9:31 AM

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.

Student Employment
Home

Students

On-Campus Employers

Contact Us

Reset your password

Please enter a new password in the boxes below.

New password:

Confirm password:

Submit

Enter a password and click 'Submit'

Student Employment Home

Your password has been reset. [Click here](#) to continue.

Students

On-Campus Employers

Off-Campus Employers

Contact Us

Click the link to continue to the Job Control Panel.



Student Employment Home

Log Out

Please Log In!

Email Address

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](#)).

Log in with your e-mail address and password

Student Employment Home
Job Control Panel
Review Student Resumes
Log Out



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Show Jobs From All My Employers
Show Jobs From All My Employers
Purchasing
Student Services



at an employer.

:: 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.

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.

Student Employment Home

> Job Control Panel

Review Student Resumes

Log Out



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Show Jobs From All My Employers
Show Jobs From All My Employers
Purchasing
Student Services

at an employer.

:: 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.

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.

Student Employment Home
Job Control Panel
Review Student Resumes
Log Out



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Student Services

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.**

Job Category «?»	Choose one... 
Job Title Example: Front Desk Receptionist	<input type="text"/>
Job Description Please be as detailed as possible.	<div><div></div><div></div></div>
Job Requirements Please be as detailed as possible.	<div><div></div><div></div></div>
Number of Available Openings	<input type="text"/>
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").	<input type="text"/>
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	<input type="text"/>
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.**

Base pay rate: Choose one:

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

Contact Person [«?»](#) Choose one...

Available		Selected
Secondary Contact People «?»	<input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>	

Phone Number
Leave blank if you do not wish students to see this information.

Fax Number
Leave blank if you do not wish students to see this information.

Email Address
Leave blank if you do not wish students to see this information.

Location

Do you wish to collect online applications for this job?

☒ Yes
☐ No

Campus Choose one...

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.

NOVA Northern Virginia Community College

[Apply Now](#) [My NOVA](#)

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 checked as true.

Question ID	Question Text	Question Type
1. First Name		Single Line
2. Middle Name		Single Line
3. Last Name		Single Line
4. E-mail Address		Single Line
5. Student ID		Single Line

Available Question Types:

- 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...

[Edit](#) [Delete](#) Insert: New Element: Single Line [Insert](#)

6. Year of Graduation

*

Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

You are adding a brand new job to the web site.



>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Student Services - test

Your job will be approved by an administrator before it can be posted. Please choose an option.

When do you want the job to be reviewed for approval?

Do you want the job listed immediately after it is approved?

For how many days do you want the job to be listed on the site?

When all the above information looks correct...

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.

Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

You are adding a brand new job to the web site.



>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Student Services - test

Your job will be approved by an administrator before it can be posted. Please choose an option.

When do you want the job to be reviewed for approval?

Do you want the job listed immediately after it is approved?

For how many days do you want the job to be listed on the site?

When all the above information looks correct...

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.

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.

> [Student Employment Home](#)

> [Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Show Jobs From All My Employers ▾

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Student Services

Ref# 4234	test	Manage Job	View Applicants (0)	Listed: 7/22/2010
-----------	------	----------------------------	-------------------------------------	-------------------

:: Review Mode Jobs

No jobs are currently in review mode.

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

Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

NOVA Northern Virginia Community College

Apply Now My NOVA

Manage Job

Job Title	Employer	Status
test	Student Services	Listed

Additional details about this job's status:

= This job is currently listed on the site.
= It will not de-list until it is manually taken down.

Update Status

Listed = Current Status -- Click to update remaining days listed on site

Review State = Click to change to

Storage = Click to change to

Manage Application

This job is configured to collect online applications. [Click to view the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Student

[Click a Student](#)

[Edit this Job]

Below is a view of approximately how this job appears to students:

test	
Job ID	4234
Job Type	On-Campus FTE Job
Employer	Student Services
Job Category	Auxiliary Assistant
Campus	Alexandria
Job Description	test
Job Requirements	test
Available Openings	5
Hours	10.0 hours per week
Hourly Rate	\$10.00/hour
Wage Notes	1:
Time Frame	Full
Start Date	
End Date	
Primary Contact	Taga Test
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	

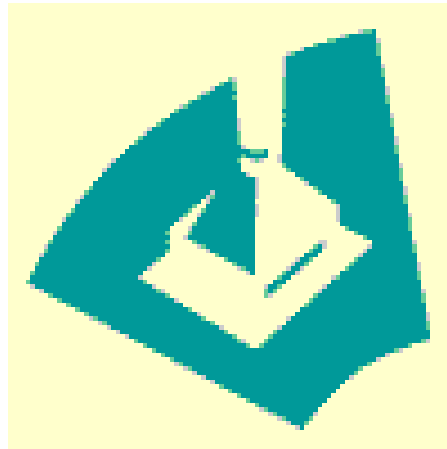
NOVA Northern Virginia Community College

[Sitemap](#) | [A-Z Index](#) | [Closures & Emergencies](#) | [Jobs at NOVA](#) | [Directories & Offices](#) | [IT Help Desk](#) | [Contact Us](#)
NOVA is part of the Virginia Community College System | [Privacy Statement](#) | [Legal](#) | [Ethics Agreement](#) | [Non-discrimination](#) | [En Español](#)
Text Version | [Accessibility](#) | Northern Virginia Community College ©2010

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!

> [Student Employment Home](#)

> [Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Show Jobs From All My Employers ▼

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Student Services

Ref# 4234 test [Manage Job](#) [View Applicants \(0\)](#) Listed: 7/22/2010

:: Review Mode Jobs

No jobs are currently in review mode.

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...

Student Employment Home

Job Control Panel

Review Student Resumes

Log Out



Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:

Show Jobs From All My Employers ▾

To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Student Services

Ref# 4234	test	Manage Job	View Applicants (1) (1 New)	Listed: 7/22/2010
-----------	------	----------------------------	---	-------------------

:: Review Mode Jobs

No jobs are currently in review mode.

1. You may hire them if they applied online.
2. Click the 'View Applicants' link to hire an online applicant.

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Review Student Resumes](#)


[Log Out](#)

[\[Edit this Nav Bar \]](#)

View Job Applications - Financial Aid Dist Off/Awards - Answering phones

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications									
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	07-27-2010	Student	Test	test	Preview	View	Hire	Resume	

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?

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Review Student Resumes](#)


[Log Out](#)

[\[Edit this Nav Bar \]](#)

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E-mail Applicants: [Greeting](#) [Rejection](#)

Applications									
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	07-27-2010	Student	Test	test	Preview	View	Hire	Resume	

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

[Student Employment Home](#)

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[Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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

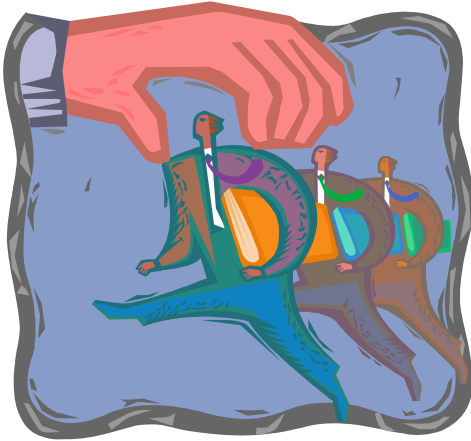
From taige.haines@ngwebsolutions.com

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?



Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Review Student Resumes


Log Out

[Edit this Nav Bar]

View Job Applications - Financial Aid Dist Off/Awards - Answering phones

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications									
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	
New!	07-27-2010	Student	Test	test	Preview	View	Hire	Resume	

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

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[Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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

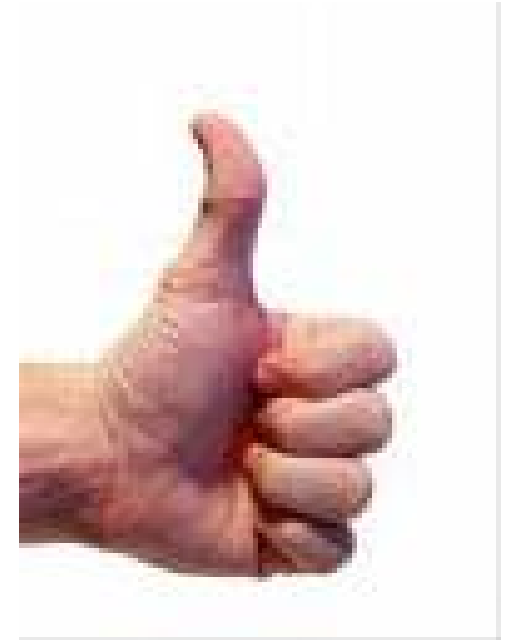
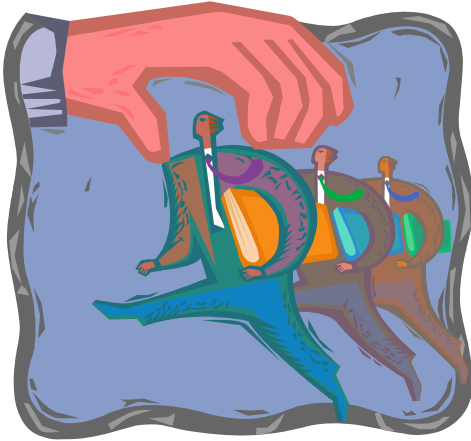
From taige.haines@ngwebsolutions.com

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 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?



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[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Review Student Resumes](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

View Job Applications - Financial Aid Dist Off/Awards - Answering phones

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications							
App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume
07-27-2010	Student	Test	test		View	Hire	Resume

[Return to Applications List](#) [Printer-Friendly Version](#)

Application Date: 07/27/2010

1. First Name
Test
2. Middle Name
3. Last Name
Student

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

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)


[Review Student Resumes](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

Fill the job "Answering phones"

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

 <-- Click for help on completing this step.

[Hire On-line Applicants](#) [Hire candidates who did not apply On-line.](#)

☒ Test Student

First Name

Middle Initial

Last Name

1.

Go to step 2

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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[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	<input type="text" value="V01234567"/>
<input type="button" value="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.

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

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Hire Student(s) Step 2: Fill Out Hire Info

For Job: Answering phones

Validate Students

Student	Enter ID:
Test Student	<input type="text" value="V01234567"/>
<input type="button" value="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.

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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Hire Student(s) Step 2: Fill Out Hire Info

For Job: Answering phones

Please fill out hire info for this student.

Student First Name	<input type="text" value="Test"/>
Student Middle Name	<input type="text"/>
Student Last Name	<input type="text" value="Student"/>
Student ID number	<input type="text" value="V01234567"/>
Email Address of Student Hired	<input type="text" value="test"/>
Wage which will be paid student	<input type="text" value="7.25"/>
Hours per week	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy)	<input type="text"/>
Estimated Employment End Date (mm/dd/yyyy)	<input type="text"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<div><input type="text"/></div>
<input type="button" value="Submit Request"/>	

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

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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 ?

