TIPS

**—When doing a hire within JobX you will need to put start/end dates that fall within the work-study period. You are able to obtain this information by looking at the detail for your applicant: 1) you can use the preview button & it will show you the work-study awards the student has which will include the dates the awards are active or 2) clicking on student's name to pull up the information.

Awards

Award Name	Amount	Balance	Term
Duke INWS	$2,200.00	$2,200.00	Duke Work Study (08/08/2022 - 05/06/2023)
Summer Federal Work Study	$450.00	$450.00	Federal Work Study - UG S1 (05/01/2022 - 06/23/2022)

Once you input those dates into your hire form, the hire email will return with the code you'll use in iForms.

**—If you deleted the hire email, you can get it by:
Selecting Access & Audit and choose Hire Archive from the dropdown (this will show the info that was contained in the hire email)
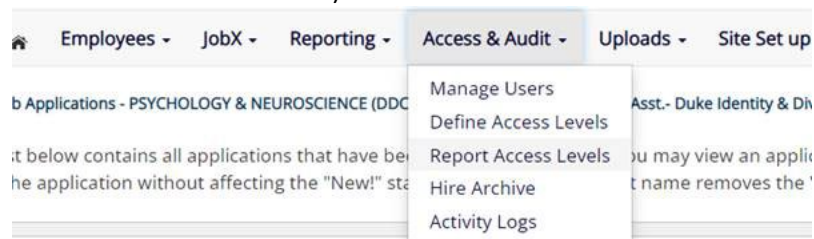
**—How can I view a student's info after a hire or once a position is moved to storage: There are 3 ways to access student information after a hire:
a—Select Access & Audit and choose Hire Archive from the dropdown (this will show the info that was contained in the hire email)
b—Select JobX and choose Supervisor Search Student (this will show the student award with running balance as well as the student schedule)
c—Select Reporting and choose Standard Reports, JobX Award Detail, Run Reports, Filter (this can be left blank), Select report by grouping of choice, Leave Secondary sort blank, & click Next (this will pull report of all work-study students)

**—Listed vs Review vs Storage Modes
Listed--job posting has been approved and is available for students to view
Review--creator has decided that the posting needs further review by him/her or someone in their dept before the position should be submitted for approval
Storage--position is closed (all students hired). Moving here will delete all related applications connected to the posting. It will allow the posting to be used again in the future.