Duke | Student Employment

Job**X**
Powered by NextGen

On-Campus Employer
JobX System Tutorial

Transitioning away from DukeList...

Duke LIST
UNIVERSITY

POST A LISTING | **MANAGE LISTINGS** | **MANAGE PROFILE**

Students! Dozens of fall jobs are NOW POSTED or are BEING posted by campus employers. All undergrads who fill out a FAFSA form can receive Duke work study even if they don't qualify for federal work study funds.

SEARCH

Keyword...

BROWSE LISTINGS

SUPPORTING FACULTY & STAFF DURING COVID-19

PART-TIME WORK (PAID AND UNPAID)

FOR SALE

HOUSING (RENTALS,SALES, SUBLEASES, ROOMMATES)

On-Campus Student Jobs

Posted: September 13, 2021
Academic and Media Tech Support

Posted: September 10, 2021
Library Student Assistant of Government Document Project

Posted: September 9, 2021
Digital Communications Student Intern, Office of Undergraduate Admissions

nextgen WEB SOLUTIONS **JobX** Powered by NextGen

… to Duke Student Employment

Welcome to Duke University's Student Employment Portal

Part-time jobs and volunteer opportunities

Students

Setup your user account, and begin searching for a job or a volunteer opportunity, including human subject research.

On-Campus Employers

Post available job positions, review applications and hire students. Employment guidelines and required documents are at your fingertips!

Click **here if you are an On-Campus Employer who has **never** logged in before and need to **request access to the site**.**

Non-Profit Agencies

Non-profit community service employers, located in Durham, may submit an application to participate in the Federal Work-Study Program.

Off-Campus Non-WorkStudy Employers

Businesses & individuals, located in Durham, looking to hire a student for various positions (ie waitstaff, baristas, house sitters, baby sitters, dog walkers, etc.)

Why the change?

Streamline job posting

Workflow job approval process ensures your jobs are reviewed timely and are compliant.

Customize job specific questions on the application to find the "most qualified" candidates in your job(s).

Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).

Internal access to fund codes, student schedules, remaining award balances, and other resources to help you better manage your employees and meet mandatory compliance requirements.

Broadcast e-mail tools for improved communications with your employees.

Training Overview

Access JobX

Job Posting

Review and Hire Applicants

Approved for Hire

Questions

Access JobX

Access JobX

Navigate to the Duke Student Employment homepage.

Look for the **On-Campus Employers** option.

If you have never logged on before, be sure to use the "Click here" link and request access.

Duke JobX Portal:
https://duke.studentemployment.ngwebsolutions.com/

On-Campus Employer Login to JobX

Enter the On-Campus Employer portal or the Request Access page using Duke SSO 'NetID' and 'Password'.

Input Employer Login Request Information

Complete Request Login Form by providing standard identifying information (First & Last Name, Contact Info, etc.)

You will also be prompted to identify the respective employing department. Check with your payroll rep if you are unsure which department(s) you should select as there are differences based on employee type/payment schedule.
https://finance.duke.edu/payroll/replist

Then click '**Submit**' button to submit your request for an approved login.

Note: If your department is not in the employer list, please enter the name in the Notes section of the form.

Request Permission To Use This Site

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *

Middle Name

Last Name *

NET ID *

Full Email Address *
Example: yourself@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Please choose the department for which you work from the list below.

Department *   Choose one...

Job Title *

Employer Login Approval

Upon submission of the Request Login form, your request will be reviewed by the Duke's Student Employment Team. Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.

Duke | Student Employment

Employees ▾   Employers & Administrators ▾

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

May take 2 business days for approval

On-Campus Employer Login

Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.

Review Student Employment Resources

Other Resources

JobX Training Resources

Access video tutorials, training slides, and sample job descriptions.

Work Study Information

Find out more about how you can reduce payroll costs through the work study programs.

FAQs

Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Review important Student Employment information directly on JobX:
Work Study vs Non Work Study Employees, Employment dates, Hours and rates, hiring students under 18, hiring an employee with multiple jobs, etc.

Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Create a Job Posting – Add a Job

Click '**Add a Job**' button to start the process to create a job.

Create a Job Posting - Department

You are adding a brand new job to the web site for:
>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer ▼   Go to next step

Select your respective department from the **Employer Drop Down list**.
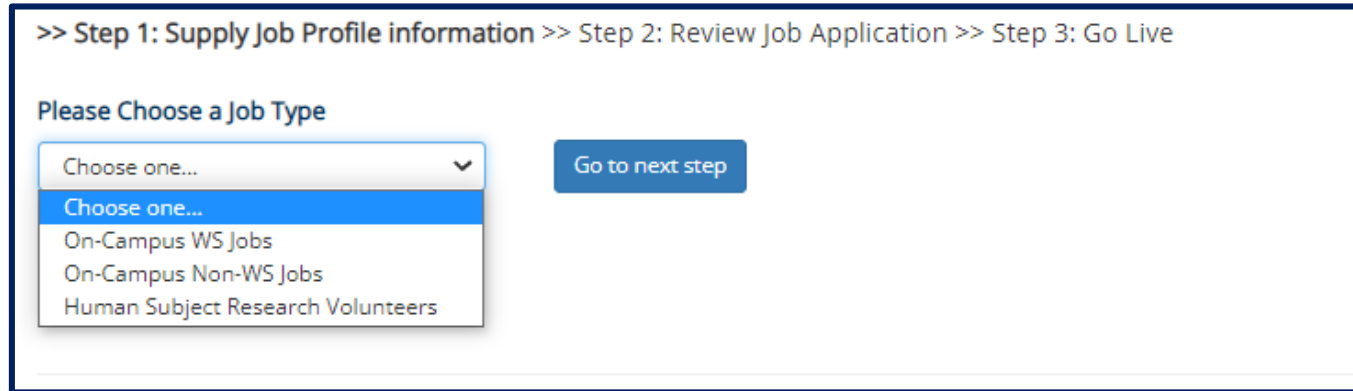
If you have posting permissions for more than one agency, select the respective employer for which you want to post a job from the employer drop down list.

Next click '**Go to next step**' button to proceed.

Respective Department Org Codes can be found here

Create a Job Posting – WS, Non-WS, Volunteer

>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one... ⌄   Go to next step

Choose one...
On-Campus WS Jobs
On-Campus Non-WS Jobs
Human Subject Research Volunteers

Identify the type of job you are posting in the '**Job Type**' drop down list. :

➢Work-Study

➢Non Work-Study

➢Research Volunteer

For example, a Work Study opening and a Non-Work Study opening in the same office will require separate job postings.

Then click '**Go to next step**' to proceed.
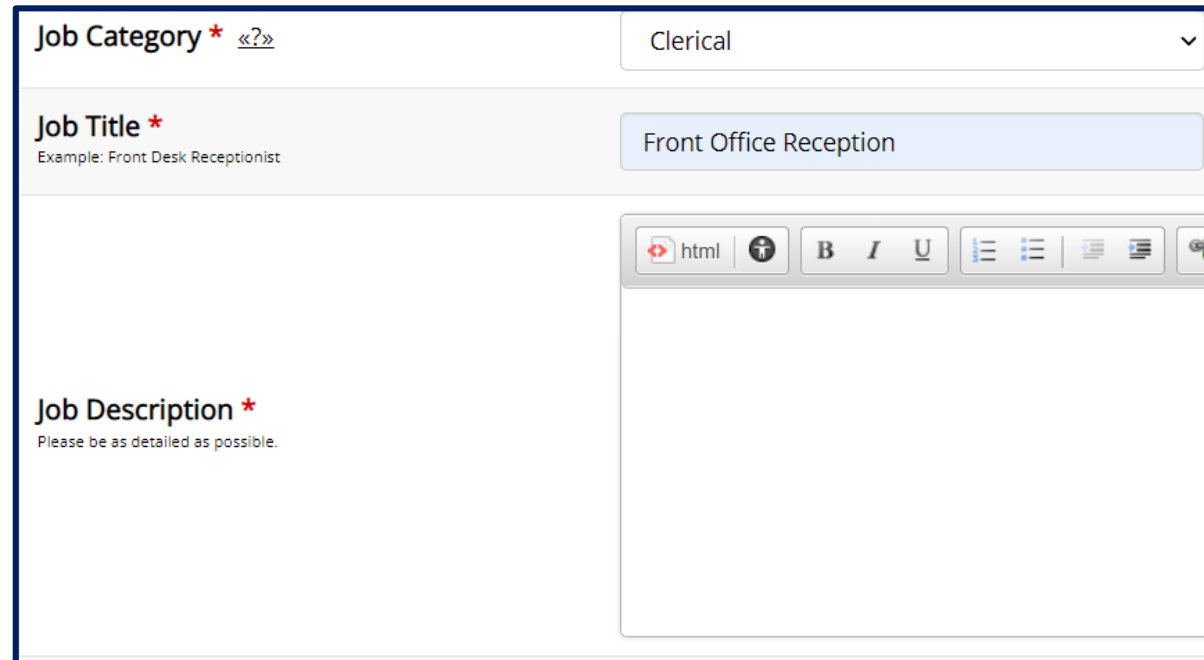
Create a Job Posting – Complete Job Posting Template

The Job Posting Template may vary depending on the job type selected, specifically if the posting is for a Work Study position

Fields denoted with a red * are required fields

Lastly, click '**Submit**' to continue the next steps in the process.

Important Note: If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.

Create a Job Posting – Review Default Application

Pending Job Application - UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception

General

Student ID *

First name *

Middle name

Last name *

Email
Please use your institutional email address (if you have one) *

[Pick from Existing Questions] [Create a New Question]

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

The Duke Student Employment Team must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

Example of Default Questions

Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section' drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

Select '**Right Now**' from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, **select 'Later, I need to review it myself first'**. The job will go to Storage for later review.

Select '**Yes, send JobMail**', from the list on question #2 if you want the JobX internal alert system to notify potential applicants of the job posting.

Create a Job Posting – Finalize Job Posting – Part 2
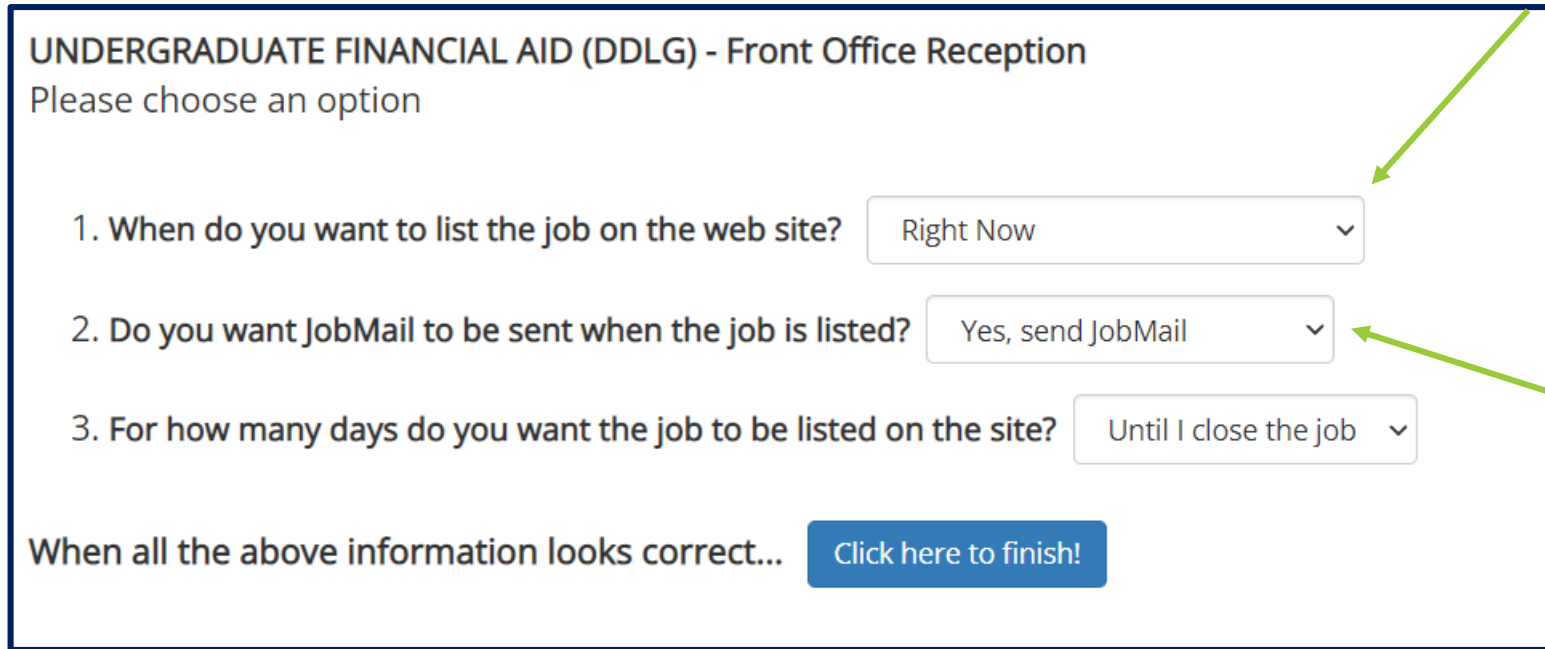
UNDERGRADUATE FINANCIAL AID (DDLG) - Front Office Reception
Please choose an option

1. When do you want to list the job on the web site? [Right Now   ⌄]

2. Do you want JobMail to be sent when the job is listed? [Yes, send JobMail ⌄]

3. For how many days do you want the job to be listed on the site? [Until I close the job ⌄]

When all the above information looks correct... **Click here to finish!**

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

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

Click the "**Click here to Finish!**" button.

◦ Your job will be submitted to the Student Employment Office for review/approval.
◦ Approval may take **2-3 business days**.

Create a Job Posting – Approval Process

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further. If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

If your job posting is Approved, you will receive an email notification from Duke Student Employment as well as see your job posting under the **'Listed Jobs'** queue.

Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB POSTING NEEDS UPDATING?

Edit a Job Posting

You may view the job and/or application details or request the job status be changed by viewing the job on your "Job Control Panel". You can access this panel anytime using the 'JobX' tab on the top navigation bar.

To edit the job, click '**Edit Job**' from the 'Actions' drop down. You will have the option to leave the current version up until the edits have been approved or to take it down temporarily until the posting edit has been processed.

To edit the application tied to your job, click **'Manage Application'** from the 'Actions' drop down.

Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Example- Student View of Posted Job

Front Office Reception **Employer:** UNDERGRADUATE FINANCIAL AID (DDLG)

Duke

Wage: $10.50/hr to $16.50/hr

Openings: 1

Listed: 10/07/2021

Hours: 10 / week

Location:
2127 Campus
Drive Box 90755
Durham NC 27708

Category: Clerical

Job Type: On-Campus WS Jobs

Students will click on **the Job Title** to access description.

Within the job posting's description, students will then be able to access the **Application**.

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Front Office Reception

Click here to apply for this job

Job ID	4541
Job Type	On-Campus WS Jobs
Employer	UNDERGRADUATE FINANCIAL AID (DDLG)
Date Posted	Oct 07, 2021
Category	Clerical

Manage Applications

> To view applications that have been submitted, click on '**Applications**' next to the job title.

Manage Applications- Review Applicant Information

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
☐		10/26/2021	New!	⚑			2200.00	🔍	Actions ▾

Awards

Award Name	Amount	Balance	Term
Federal Work Study	$2,200.00	$2,200.00	Federal Work Study - UG AY (08/09/2021 - 04/30/2022)

Classes
Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
ATHENIAN LAW (details)	08/23/2021	12/03/2021	M W	12:00 PM	1:15 PM
ITALIAN CINEMA (details)	08/23/2021	12/03/2021	M W	10:15 AM	11:30 AM
PPE CAPSTONE (details)	08/23/2021	12/03/2021	Tu	12:00 PM	2:30 PM
SOUTH AFRICAN LIFE HISTORIES (details)	08/23/2021	12/03/2021	Th	10:15 AM	12:45 PM

are relevant to the job

Schedule

How many hours per week do you prefer to work?	TEST
What are your hours of availability? Please check all that apply currently.	Monday Morning, Friday Morning
Please provide any additional information about your schedule that is relevant to your work schedule.	TEST

References
Please do not provide any immediate family members or relatives as a reference below.

Reference Name	TEST
Reference Email	TEST

Document Upload
Resume

➢ Click the Applicants Name link to view the application in a full screen view.

➢ Click the magnifying glass next to the student's name to get a quick view of their award information, class schedule, and application.

➢ If the student has provided a resume, click on the "Resume" link next to their name.

Connect With An Applicant- Send Email

- This feature is utilized to initiate communication for one or more applicants.
- You can use this feature to connect further and schedule an interview, decline an applicant, or let individuals know the position has been filled.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Connect With Applicants- Composing an Email

- ➢ You can customize the subject and body of the message.
- ➢ If you select more than one student to communicate with, individual e-mails will be sent to each student selected. You may add other email recipients in the 'To' box, then click on the "Send" button.

Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire Instructions

Before filling your post in JobX, please extend a job offer and confirm with your student applicant that they will be working for your team as your intended hire may have applied with multiple departments.

Hire an Applicant – Select Applicant

> To hire an applicant, click on the '**Applications**' link or select '**Hire Applicant**' from the action drop down menu. The '**Hire Applicant**' from the action drop down menu can also be used to hire or rehire an applicant that did not submit an application online.

Hire an Applicant – With or Without an Online Application

> ➢ The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.

> ➢ Next, click '**Go to Step 2**'.

Hire an Applicant – Verification of Net ID

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

For Job: Test Plan Set Up - JV

Validate Employees

Employee	Enter ID:
[X] Bernice g Rogers7	777777777

Check Employee ID

➤ The applicants <u>NET ID</u> provided by the applicant in their job application will be defaulted into the ID field.

➤ Next, **click** '**Check Employee ID**' to launch the hire validation service for this employee.

Hire an Applicant– Compliance Validation for Work Study

Validation Lookup Results

Bernice g Rogers7:

| ✔ | Work Study List | The employee has been awarded Federal Work Study. |

Email Results

➢ The system will validate the employee's Work Study award status to ensure they are eligible to be hired. Remember a student must have officially **ACCEPTED** their Work Study award in DukeHub to be recognized as a Work Study recipient in JobX.

➢ If the employee does NOT pass the Work Study check, the system will present a red X next to the field. If the employee DOES pass, a green check mark will appear in the field.

➢ If the supervisor wishes to email the employee regarding the Work Study eligibility results in an effort to get the status resolved, they can click the 'Email results' link to open an email to the student.

➢ The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire an Applicant – Final Steps Before I-Forms

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.

- Ensure you enter all information that is required and labeled with a * if not already populated for you.

- You may edit the information prior to establishing the hire.

- Click on the "**Submit Request**" button to send your hire to your pay person to complete the hiring process.

- After this step, the process is completed within JobX and your posting has been filled.

NOTE: Similar to Duke's historical process of hiring student employees, once the job posting is filled, all hires **must be processed by Payroll via completion of the I-Form.**

Duke | Student Employment

Welcome, Test On-Campus Supervisor | Logout

🏠   Employees ▾   JobX ▾   Reporting ▾   Access & Audit ▾   Help ▾

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On-Campus WS Job – 080921

Please fill out hire info for this student.

Employer	ACADEMIC ADVISING CENTER (DDJ8)
Employee First Name *	Dakota
Employee Middle Name	
Employee Last Name *	Rogers9
Employee ID number *	999999999
Email Address of Employee Hired *	dakotarogers9@ngwebsolutions.con
Wage which will be paid to Employee *	10.50
Hours per week *	10.0
Estimated Employment Start Date (mm/dd/yyyy) *	07-01-2021
Estimated Employment End Date (mm/dd/yyyy) *	05-21-2022
Supervisor *	Choose one...
Is this a hire or a re-hire?	● Hire ○ Re-Hire
Additional Notes	
Pay Person	edwina.newman@duke.edu

Submit Request

Employee Name/ID:

Position: Test on Campus Workstudy Job-09/02/21

Employer Name: ACADEMIC ADVISING CENTER (DDJ8)

Primary Supervisor: Test On-Campus Supervisor (teston@ngwebsolutions.com)

Dates: 09/06/2021 - 12/04/2021

Wage: $10.50 an hour

Work Study Information:

Award Amount: 4000.00

Work-Study Fund Code: 3490662

% to be Charged to WS: 75

Your employee's WS information is embedded in the hire confirmation email

Fund Code Dates: 3490662 : (08/01/2021 - 04/29/2022)

If the Work Study Award Amount is greater than $0, you are authorized to employ the student named above under the work-study program for the period specified. **Please be aware that the student's work study award amount is subject to change at any time!** It is the student's responsibility to notify you of any changes.

Paperwork: The department must follow all university policies and procedures to place the student on the university payroll through **Duke@Work**. Do not allow the student to begin working until all payroll related paperwork has been correctly submitted by the department's Payroll Representative. Delayed paperwork will result in the department paying 100% of the student's wages. **Work study payments cannot be processed retroactively.**

Earnings: The employer is responsible for monitoring the student's total earnings. When the student's total earnings equal their total authorization, the student must be terminated from the work-study code. **Any earning in excess of the authorized amount must be absorbed 100% by the departmental employer.**

The student's work schedule (primary plus secondary jobs) may not exceed 19.9 hours per week while attending classes or 39.9 hours per week during vacation periods. All work-study students must be paid at least once a month.

Secondary Jobs: The primary employer and the secondary employer should work together to determine the amount of work-study funds to be used in each department. **If the student's earnings exceed their award, the excess will be charged to both the primary and the secondary employer.**

Please direct questions regarding award changes to the student's Financial Aid Counselor. For other questions regarding the work-study program please send them to StudentEmployment@duke.edu.

Next Step: Complete I Form

Visit the Financial Services website for I Form training and further information!
https://finance.duke.edu/systems/work/iforms

Questions?

For questions related to Duke Student Employment, please contact the Office of Student Loans and Personal Finance at:

studentemployment@duke.edu

or: 919-660-3630

It is **strongly recommended** to complete the Qualtrics Form below and test your basic understanding of the platform:

https://duke.qualtrics.com/jfe/form/SV_em13bnpMUQkiL0G

Intentionally Blank