Hiring Supervisor Training Plan
How does this feature work?

**STEP 1:** Student/Employee authenticates via **secure** Single Sign On (SSO) into JobX to apply for a job via JobX.

**STEP 2:** Hiring Supervisor selects applicant to hire.
**STEP 3:** When Hiring Supervisor hires an applicant, JobX performs a systematic hire compliance check to ensure the applicant is eligible and has completed all their required forms (e.g. I-9, W-4, Direct Deposit, FWS Agreement, etc.) before they can begin working.

**Important Note:** With this new feature, instead of failing a hire when the Form I-9 or W-4 are not complete, the validation is configured to result in a warning. The Supervisor will be presented with a ‘Continue’ button to request an ‘Incomplete Hire Request’ for a student.
STEP 4: Hiring Supervisor e-mails applicant informing them they have been selected for this job and need to complete required forms (e.g. I-9, W-4, others) before the hire is approved and they begin work.

The email includes a link to the student’s JobX User Dashboard where they can complete any pending form(s). Upon clicking the link the student will securely authenticate into JobX using their institutional credentials to complete their I-9, W-4, and any other onboarding forms.
Form Status Tracking

**STEP 5**: Hiring Supervisors will be able to monitor Hires in this new ‘Hire Requests – Awaiting Required Forms’ status thru completion via new Hire Requests Dashboard under ‘JobX’ menu item.
Enhanced Employee User Dashboard

STEP 6: Student will access their JobX User Dashboard, then click on form link(s) (e.g. I-9, W-4, Other Onboarding Forms) to complete required forms for employment.
Candidate Authenticated into Dynamic Forms

STEP 7: Student is seamlessly authenticated into Dynamic Forms via Next Gen’s Real-Time API Integration service utilizing the student’s institution Single Sign On (SSO) credentials.
Step 8: Form I-9 or W-4 completed by school admin through Dynamic Forms.
Supervisor Dashboard Updated

**Step 9:** Form Statuses updated on Supervisor ‘Hire Request’ Dashboard, with the ability to email reminders to the students or cancel the hire request if they do not complete their forms in a timely manner.
User Dashboard Updated – Workflow Completed!

Step 10: Form Statuses updated on the student’s User Dashboard
Questions?

Please contact:

Please add the contact information for supervisors.