Delaware State University

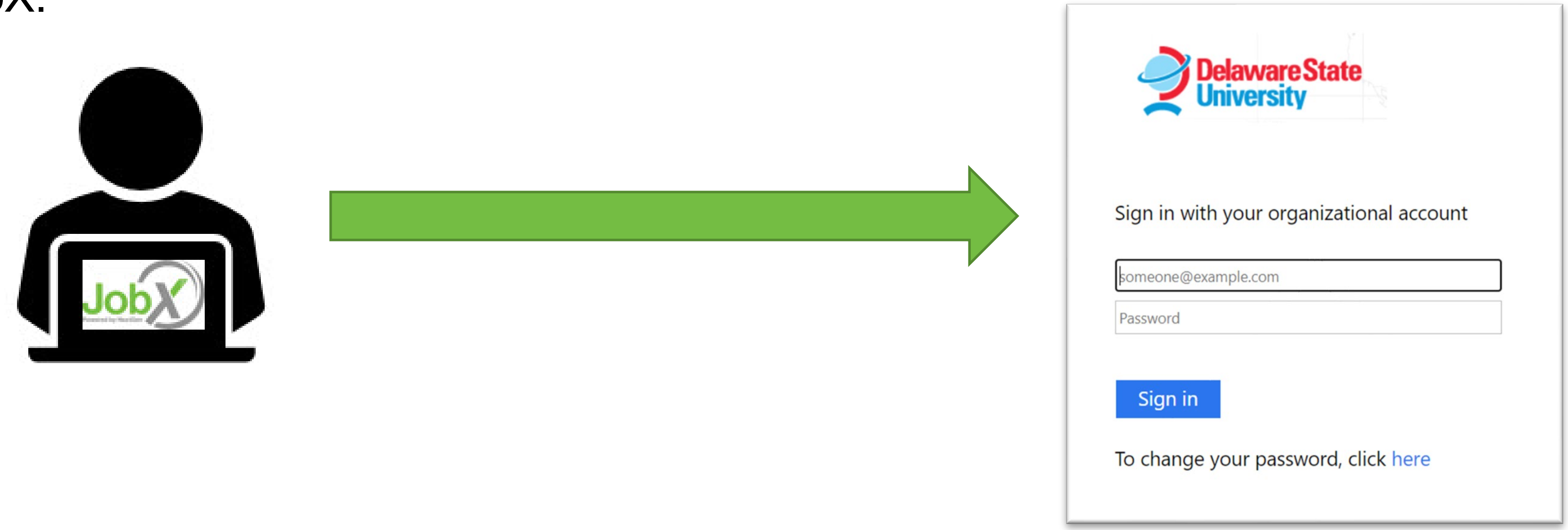
JobX Powered by Next Gen

Dynamic Forms Powered by Next Gen

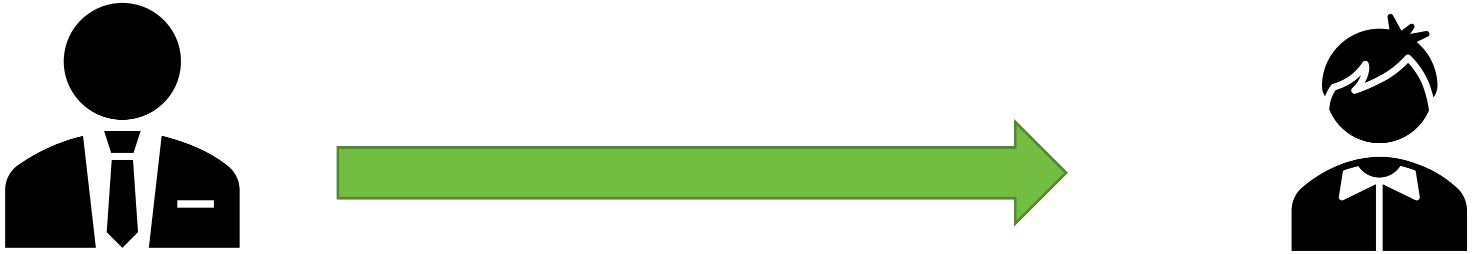
Hiring Supervisor Training Plan

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.

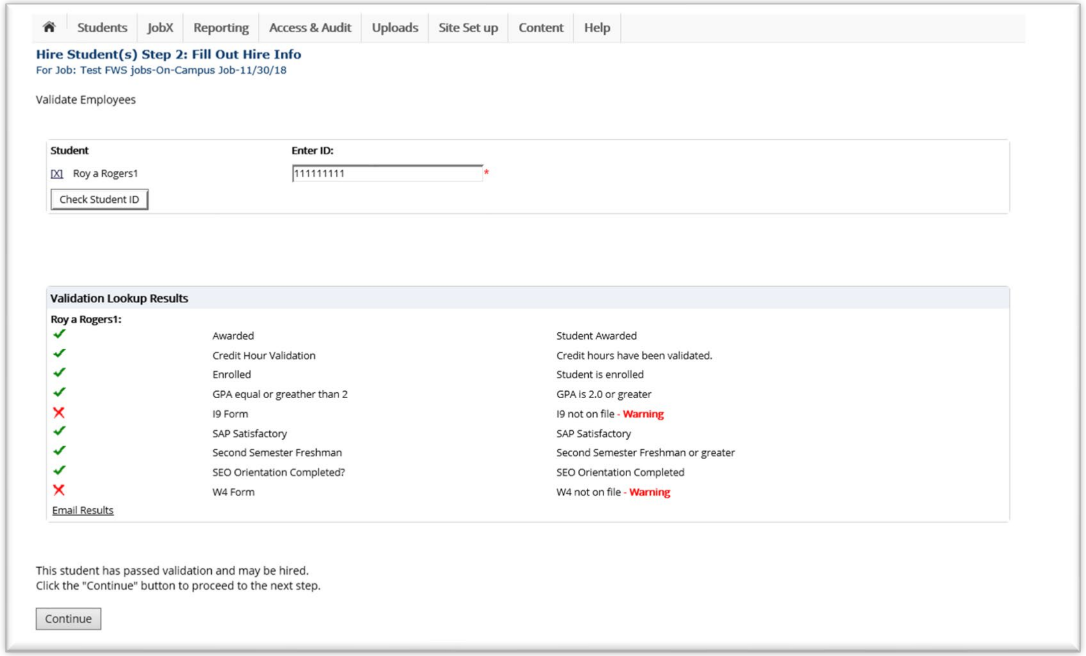


STEP 2: Hiring Supervisor selects applicant to hire



Hire Applicant in JobX

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.

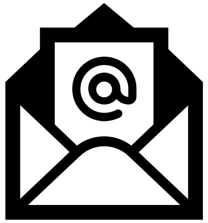


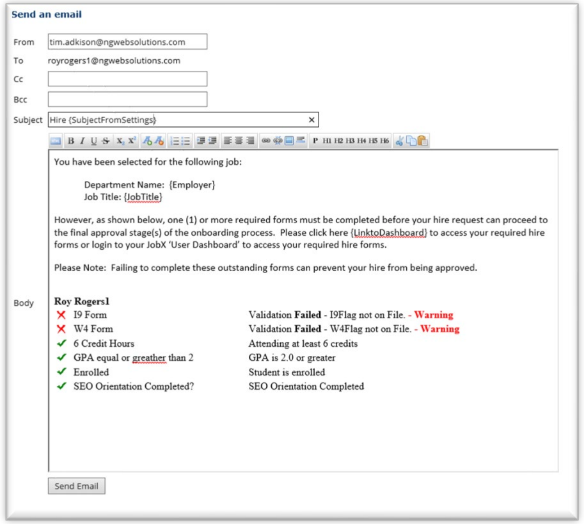
Important Note: With this new feature, instead of failing a hire when the Form I-9 or W-4 are not complete, the validation is configured to result in a warning. The Supervisor will be presented with a 'Continue' button to request an 'Incomplete Hire Request' for a student.

Applicant Emailed from JobX

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.




Send an email

From tim.adkison@ngwebsolutions.com
To royrogers1@ngwebsolutions.com
Cc
Bcc
Subject Hire {SubjectFromSettings}

Body

You have been selected for the following job:

Department Name: {Employer}
Job Title: {JobTitle}

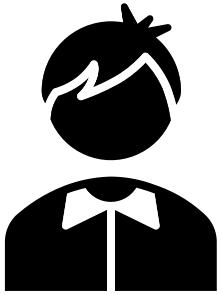
However, as shown below, one (1) or more required forms must be completed before your hire request can proceed to the final approval stage(s) of the onboarding process. Please click here {LinktoDashboard} to access your required hire forms or login to your JobX 'User Dashboard' to access your required hire forms.

Please Note: Failing to complete these outstanding forms can prevent your hire from being approved.

Roy Rogers1

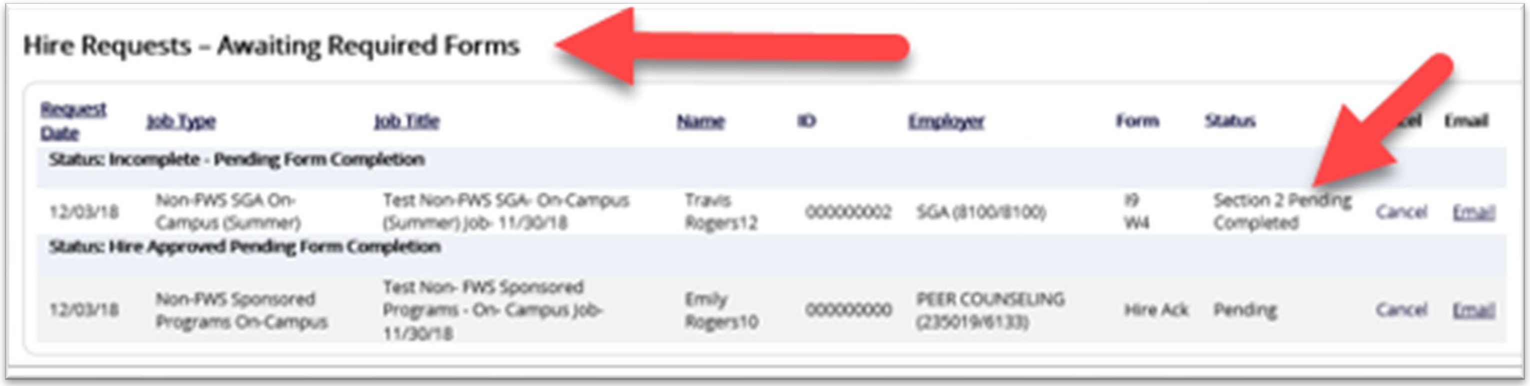
✗	I9 Form	Validation **Failed** - I9Flag not on File. - **Warning**
✗	W4 Form	Validation **Failed** - W4Flag not on File. - **Warning**
✓	6 Credit Hours	Attending at least 6 credits
✓	GPA equal or greather than 2	GPA is 2.0 or greater
✓	Enrolled	Student is enrolled
✓	SEO Orientation Completed?	SEO Orientation Completed

Send Email



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.

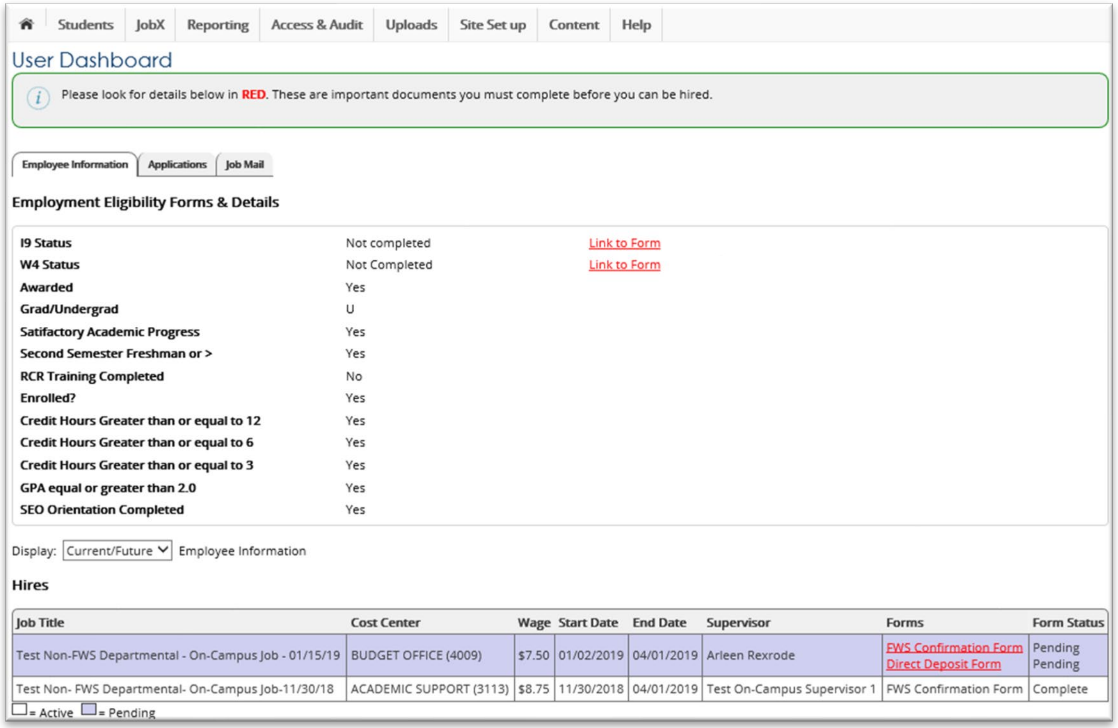


Hire Requests – Awaiting Required Forms

Request Date	Job Type	Job Title	Name	ID	Employer	Form	Status	cel	Email
Status: Incomplete - Pending Form Completion									
12/03/18	Non-FWS SGA On-Campus (Summer)	Test Non-FWS SGA- On-Campus (Summer) Job- 11/30/18	Travis Rogers12	000000002	SGA (8100/8100)	I9 W4	Section 2 Pending Completed	Cancel	Email
Status: Hire Approved Pending Form Completion									
12/03/18	Non-FWS Sponsored Programs On-Campus	Test Non- FWS Sponsored Programs - On- Campus Job- 11/30/18	Emily Rogers10	000000000	PEER COUNSELING (235019/6133)	Hire Ack	Pending	Cancel	Email

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.



Students | JobX | Reporting | Access & Audit | Uploads | Site Set up | Content | Help

User Dashboard

Please look for details below in **RED**. These are important documents you must complete before you can be hired.

Employee Information | Applications | Job Mail

Employment Eligibility Forms & Details

I9 Status	Not completed	Link to Form
W4 Status	Not Completed	Link to Form
Awarded	Yes	
Grad/Undergrad	U	
Satifactory Academic Progress	Yes	
Second Semester Freshman or >	Yes	
RCR Training Completed	No	
Enrolled?	Yes	
Credit Hours Greater than or equal to 12	Yes	
Credit Hours Greater than or equal to 6	Yes	
Credit Hours Greater than or equal to 3	Yes	
GPA equal or greater than 2.0	Yes	
SEO Orientation Completed	Yes	

Display: Current/Future Employee Information

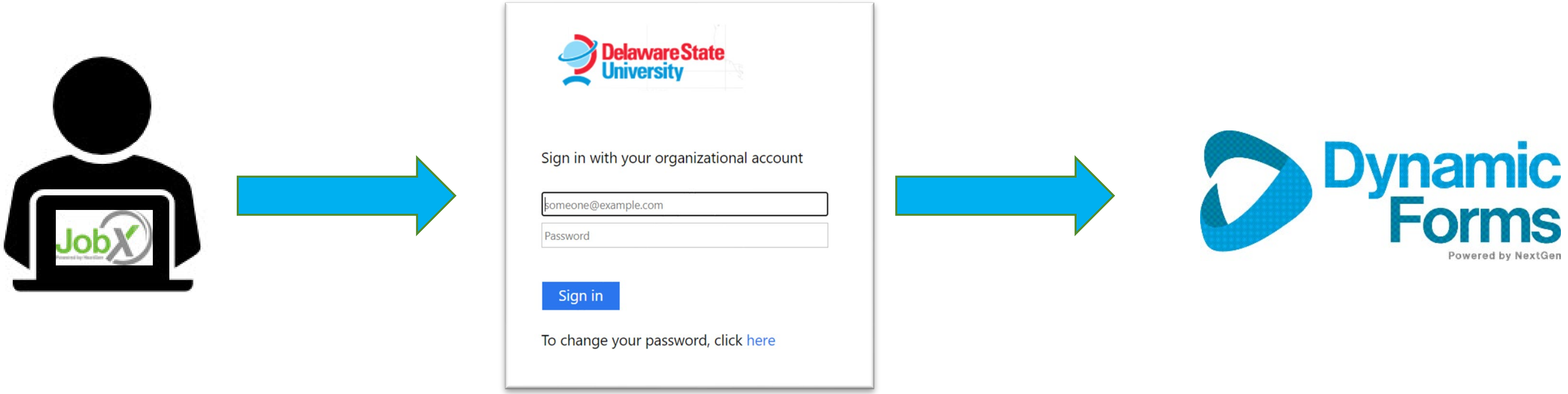
Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Forms	Form Status
Test Non-FWS Departmental - On-Campus Job - 01/15/19	BUDGET OFFICE (4009)	$7.50	01/02/2019	04/01/2019	Arleen Rexrode	FWS Confirmation Form Direct Deposit Form	Pending Pending
Test Non- FWS Departmental- On-Campus Job-11/30/18	ACADEMIC SUPPORT (3113)	$8.75	11/30/2018	04/01/2019	Test On-Campus Supervisor 1	FWS Confirmation Form	Complete

= Active = Pending

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.



Form Admin Completes Forms

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.

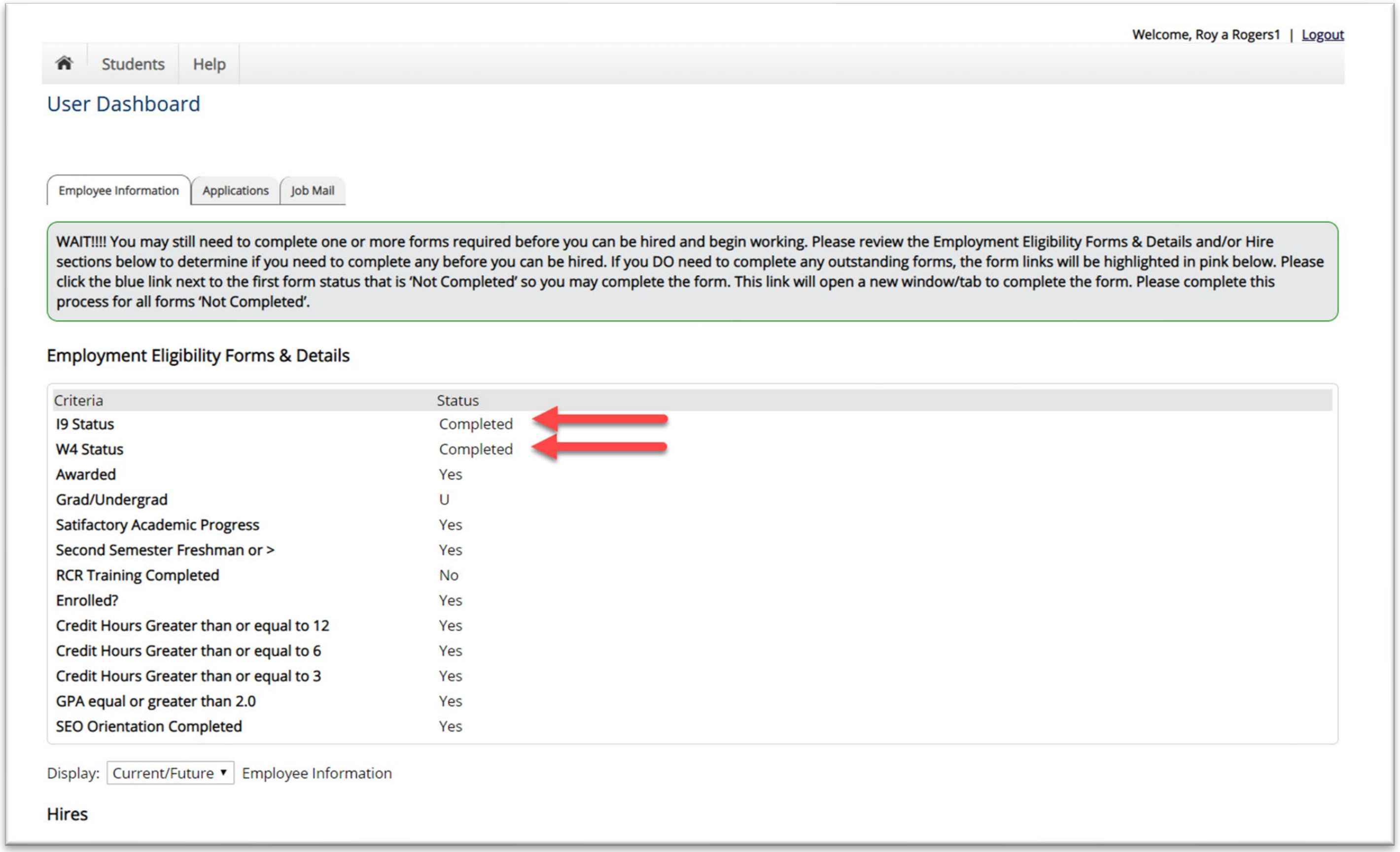
Hires Pending

Hires Requests - Pending Forms & Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Preview	Cancel	Email
Status: Incomplete - Pending Form Completion									
12/09/19	FWS Jobs - On-Campus	Test - Clerical Job	Roy Rogers1	111111111	Student Employment Office	**W4 Form** : Student Section Complete, Pending Approval(s) **I9 Form**: Student Section Complete, Pending Approval(s)	Preview	Cancel	Email

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.