

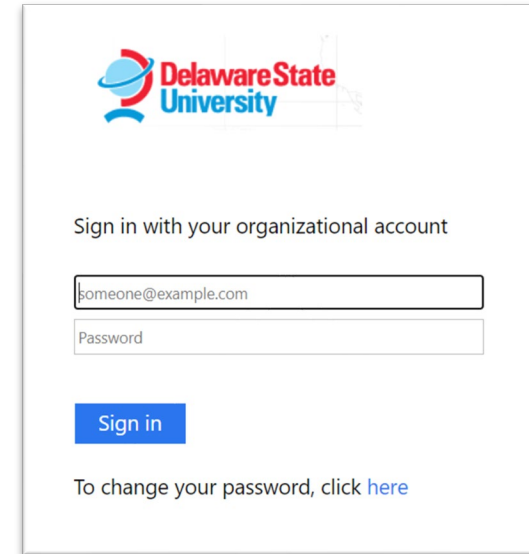
# Delaware State University



## 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.

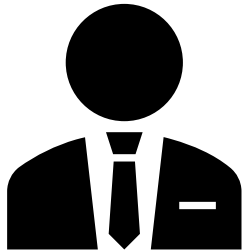
A screenshot of a login page for Delaware State University. At the top left is the Delaware State University logo. Below it, the text reads 'Sign in with your organizational account'. There are two input fields: the first contains 'someone@example.com' and the second is labeled 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there is a link that says 'To change your password, click [here](#)'.

**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.



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

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

For Job: Test FWS Jobs-On-Campus Job-11/30/18

Validate Employees

Student:  Roy a Rogers1 Enter ID:

#### Validation Lookup Results

Roy a Rogers1:		
✓	Awarded	Student Awarded
✓	Credit Hour Validation	Credit hours have been validated.
✓	Enrolled	Student is enrolled
✓	GPA equal or greater than 2	GPA is 2.0 or greater
✗	I9 Form	I9 not on file - <b>Warning</b>
✓	SAP Satisfactory	SAP Satisfactory
✓	Second Semester Freshman	Second Semester Freshman or greater
✓	SEO Orientation Completed?	SEO Orientation Completed
✗	W4 Form	W4 not on file - <b>Warning</b>

This student has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.

**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:

To:

Cc:

Bcc:

Subject:

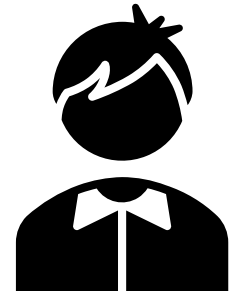
You have been selected for the following job:

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.

Body	Ray Rogers1	
	✗ I9 Form	Validation Failed - I9Flag not on File. - <b>Warning</b>
	✗ W4 Form	Validation Failed - W4Flag not on File. - <b>Warning</b>
	✓ 6 Credit Hours	Attending at least 6 credits
	✓ GPA equal or <u>greater</u> than 2	GPA is 2.0 or greater
	✓ Enrolled	Student is enrolled
	✓ SEO Orientation Completed?	SEO Orientation Completed



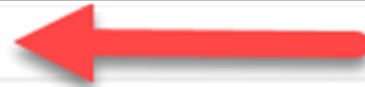
# Form Status Tracking

**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	Cancel	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.



Navigation: Home 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	<a href="#">Link to Form</a>
W4 Status	Not Completed	<a href="#">Link to Form</a>
Awarded	Yes	
Grad/Undergrad	U	
Satisfactory 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:  Employee Information

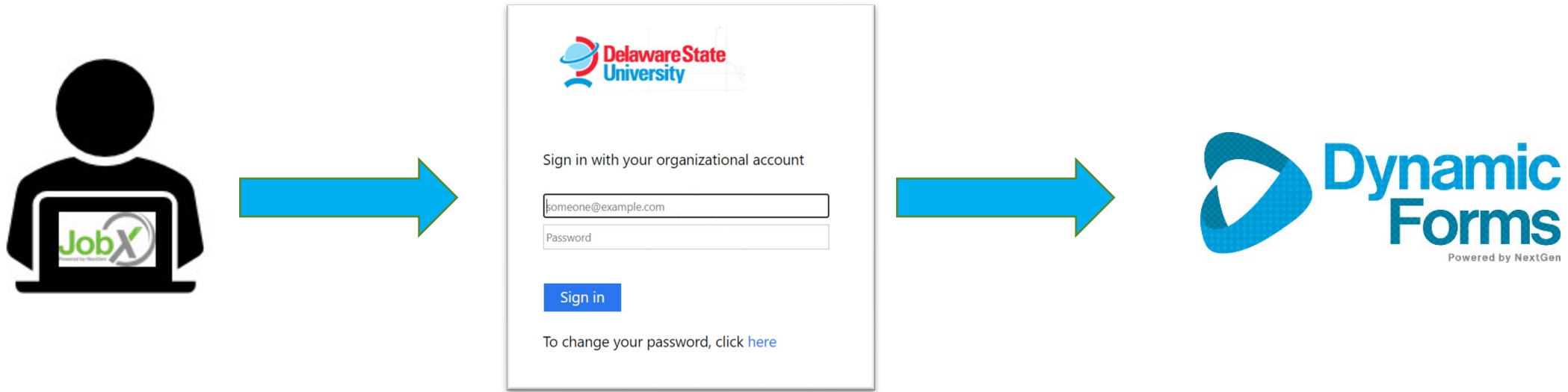
#### Hires

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	<a href="#">FWS Confirmation Form</a> <a href="#">Direct Deposit Form</a>	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

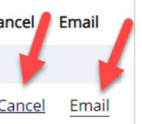
**Step 9:** Form Statuses updated on Supervisor 'Hire Request' Dashboard, with the ability to email reminders to the students or cancel the hire request if they do not complete their forms in a timely manner.



Hires Pending

Hires Requests - Pending Forms & Approval(s)

<u>Request Date</u>	<u>Job Type</u>	<u>Job Title</u>	<u>Name</u>	<u>ID</u>	<u>Employer</u>	<u>Form/Status</u>	<u>Preview</u>	<u>Cancel</u>	<u>Email</u>
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)	<a href="#">Preview</a>	<a href="#">Cancel</a>	<a href="#">Email</a>



# User Dashboard Updated – Workflow Completed!

## Step 10: Form Statuses updated on the student's User Dashboard



Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

### User Dashboard

[Employee Information](#) [Applications](#) [Job Mail](#)

**WAIT!!!!** You may still need to complete one or more forms required before you can be hired and begin working. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any before you can be hired. If you DO need to complete any outstanding forms, the form links will be highlighted in pink below. Please click the blue link next to the first form status that is 'Not Completed' so you may complete the form. This link will open a new window/tab to complete the form. Please complete this process for all forms 'Not Completed'.

#### Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Grad/Undergrad	U
Satisfactory 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:  Employee Information

#### Hires

# Questions?

**Please contact:**

Please add the contact information for supervisors.