How does this feature work?

**STEP 1:** Student 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: 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.
Enhanced Employee User Dashboard

**STEP 4:** 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.
STEP 5: Student is seamlessly authenticated into Dynamic Forms via student’s institution Single Sign On (SSO) credentials.
STEP 6: Student will be asked if they have a Social Security Number.
   For US Citizens, they’ll answer ‘Yes’ to the question ‘Do you have a social security number?’
   For Non-US Citizens, they’ll answer ‘No’ to this question and follow the non-citizen I-9 flow below:

   • **Non-US Citizens:** Employees will complete section 1 of the form and leave SSN blank
   • **Administrator:** Complete section 2 the Form I-9 and it is placed in ‘pending queue’ for up to 90 days. JobX will show a Hire Status as ‘Complete – SSN Missing’
   • **Non-US Citizen:** SSN is provided the administrator
   • **Administrator:** The SSN is entered on the form. The ‘Pending Forms’ Hire Status is removed, and the hire request is systematically removed off incomplete forms status.
Electronic Form – Completed by Employee

STEP 7: Student completes their section of the I-9, W-4, Other Onboarding forms & electronically signs the forms
Admin Completes Forms

STEP 8: Dynamic Forms sends email to school’s admin to complete their section of the form, if applicable. For Form I-9, the student will need to physically show required documents to school admin in person.
Step 9: Form Statuses updated on User Dashboard to show ‘Student Section Complete, Pending Approval(s)’
Step 10: Form I-9 or W-4 completed by school admin through Dynamic Forms.
User Dashboard Updated – Workflow Completed!

Step 11: Form Statuses updated on the JobX User Dashboard
Step 12: Students will not be approved to work, until they received a Hire Approval e-mail stating they may begin work.
Questions?

Please contact:

Please add contact information for student questions.