Student Employee Training
JobX helps schools automate the job posting, application, hiring, and reporting process for student employees, employers, and administrators.
Benefits for Employees

- Apply for multiple jobs with one online application
- JobMail enables employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Automated notices throughout the JobX lifecycle
- Web accessibility
- 24-hour service
School Specific Customization

- Your site has YOUR school’s look and feel
- Your site has YOUR school departments
- Your site has YOUR school customer fields
- Your site has been configured to support YOUR specific Delaware State University processes.
Training Agenda

- How to login to JobX
- How to complete a JobMail subscription
- How to find a job
- How to apply for a job
- What is the JobX ‘My Dashboard’ feature?
First time visiting Delaware State University’s site?

Please navigate to the following URL and click the ‘Students & Applicants’ link to access the JobX Student home Page.

https://desu.studentemployment.ngwebsolutions.com/
How to Login to JobX

- Step 1: Click ‘User Dashboard’ or ‘Manage JobMail link on the JobX Students & Applicants Home Page.
- Step 2: Login utilizing your DESU ID and Password.
How to Complete your JobMail Subscription
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you’ve updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.
Configure your JobMail Subscription

You may create multiple subscriptions and name them as desired for each Job Type (FWS Jobs – On-Campus, FWS Jobs – On-Campus (Summer), Non-FWS SGA On-Campus, etc.) supported by JobX.

For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription.

For each subscription, you may set criteria:

- Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
- Desired Job Categories you’re interested in (e.g. Tutoring, Clerical, etc.)
- Desired Time Frames you’re interested in working (e.g. Summer Only, Academic Year, etc.)
Configure your JobMail Subscription

Click ‘View/Modify’ to add preferences for each Job Type criterion (Employer, Category, Time Frame).
Configure your JobMail Subscription

Click ‘add’ next to each item you wish to add to your JobMail subscription.
Configure your JobMail Subscription

Your selection(s) will appear in the top under ‘Selected Items’.
Configure your JobMail Subscription

- When you’re finished adding search criteria, click ‘Done.’
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
Configure your JobMail Subscription

Click one of the ‘Save Subscription(s)’ buttons to save your subscription.
How to search for a job
Quick Search: A search containing pre-defined criteria

- Click the ‘Find a Job’ function from the Students Menu.
- Select a specific pre-defined ‘Quick Search’ you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click ‘Advanced Search’.
Advanced Search: Define your own custom job criteria

- Click the ‘Advanced Search’ button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
  - Keyword(s) Search
  - Search by Job Type Population (FWS Jobs – On-Campus, FWS Jobs – On-Campus (Summer), Non-FWS SGA On-Campus, etc.)
  - Job Category, Employers/Department, Time Frame, Wage, and Hours per Week
How to apply for a job
In order to view available job listings, you may be required to review and agree to one or more Delaware State University Disclaimer statements.

A Delaware State University Disclaimer statement will be presented for each Job Type (FWS Jobs – On-Campus, FWS Jobs – On-Campus (Summer), Non-FWS SGA On-Campus, etc.) you selected.

After you’ve successfully reviewed the applicable Delaware State University Disclaimer Statement(s), you will be required to click the ‘I agree’ button(s) before any available jobs of that Job Type population will be presented.
Apply for one or more jobs with one single application!

- Simply click the box next to one or more jobs you wish to submit an application.
- Then, click the 'Apply for Selected Jobs' link.
Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any fields with a red asterisk are required to be completed before your application can be successfully completed.

- Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.

- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click ‘Open’.

- Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the “Submit” button.
What is the JobX ‘My Dashboard’ Feature?

- The JobX ‘My Dashboard’ feature provides a centralized location to access all your JobX data.
- ‘My Dashboard’ data includes:
  - Current / Upcoming / Old / Hires and Awards
  - Applications (Status, View, Print, Withdraw)
  - JobMail Subscriptions
What is the ‘My Dashboard’ Feature?

- To access your ‘My Dashboard’ feature, click the ‘My Dashboard’ feature from the Students menu.
- To access the current/upcoming/old hire & awards, applications, and/or JobMail subscription, simply click the respective tab you wish to view.
What is the ‘My Dashboard’ Feature?

- Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.
- No more waiting in lines to find out your Award Amount or Award Balance – ‘My Dashboard’ ensures this information is at your fingertips.
Applications

No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your ‘best fit’ jobs. My dashboard provides real-time self-service access to this information.

Applicants can customize their application view and print applications.

Applicants can simply withdraw a previously submitted application by clicking the red ‘X’ next to the applicable application if they no longer have any interest in the job. Please note: If the applicant has already been hired, there will be no red ‘X’ displayed. Applicant’s have two options when withdrawing their application.

- Withdraw an application and email the supervisor to explain why you’re withdrawing your application; OR
- Withdraw an application without emailing the supervisor.
Congratulations, You’re Finished!

What are the next steps?
Next Steps….

Once you receive your “You’ve been hired” email you will need to complete all online SEO and Payroll documents as well as the orientation.

You will receive an email with the link to complete next steps.

YOU MAY NOT BEGIN WORK UNTIL THIS HAS BEEN COMPLETED and Payroll approves you to begin work.

The below documents are to be completed electronically.

- I9- must be completed before employment approval.
- W4 and Direct Deposit- must be completed for Payroll processing. (Direct Deposit is optional and you can receive paper checks that you can pick up at the Cashiers Office on pay day)
- Present your photo ID and social security card to the Student Employment Office
- Read and sign the Student Responsibility, Drug-Free Workplace, Student Expectations, and Confidentiality.
- Orientation- complete on Blackboard under Community – Student Employment
- Payroll will notify when your timesheet is available and you can begin work.
Questions?

Please email the Student Employment Office at: studentemployment@desu.edu or call us at: 302-857-6138