

JobX: Position Advertising System for Federal Work-Study (FWS)

Office of Scholarships & Student Aid
University of North Carolina at Chapel Hill



UNC
Scholarships
& Student Aid

Benefits for Employers:

- Only currently awarded students can access the secure FWS jobs database
- Students may apply online for your positions
- Customized e-mails can be sent to applicants
- Real-time student eligibility/award amount is verified at the hiring process

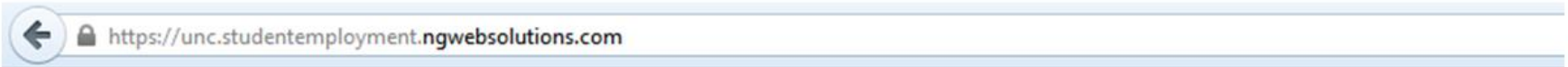


Today's Supervisor Training

- Posting a job
- Reviewing applications
- Hiring a student



Go to: <https://unc.studentemployment.ngwebsolutions.com>. Please click the appropriate employer category from either the vertical navigation bar on the left hand side of the screen or from the content displayed on the main screen.



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Student Employment Home

On-Campus Employers

Off-Campus Employers

Contact Us

Welcome to JobX!



Important Information

More Than Just Our Look Has Changed:

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available:

To search the listings now, [click here](#).

Students

Search for work-study jobs or sign up for automatic e-mail notification about open positions.

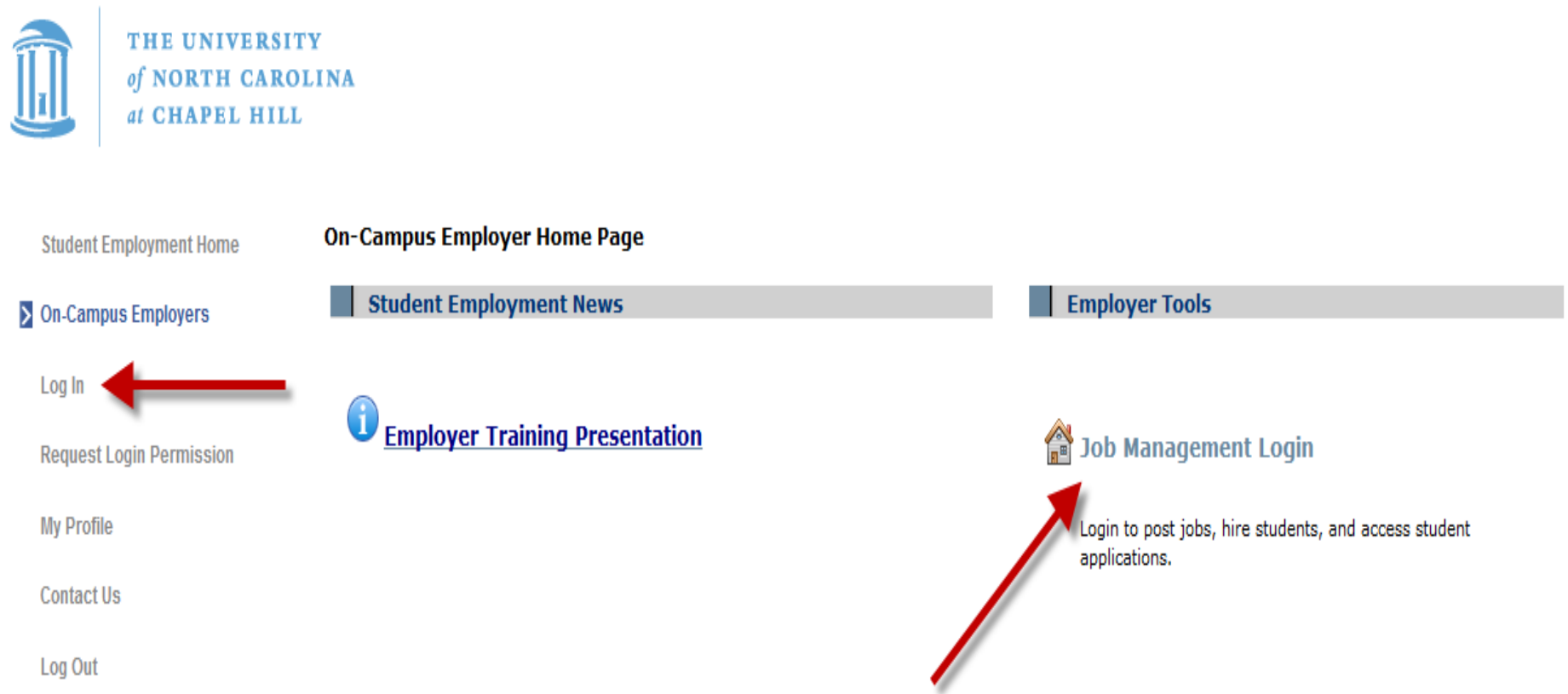
On-Campus Employers

Post work-study jobs, review applications, and hire student employees.

Off-Campus Employers

Non-profit community service employers may submit an application to participate in the Work-Study Program.

Supervisors should select the log in link from either the vertical navigation bar on the left hand side of the screen or the Job Management Login link under the “Employer Tools” section.



The screenshot displays the website interface for the University of North Carolina at Chapel Hill. At the top left is the university's logo and name: "THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL". Below this is a navigation bar with three main sections: "Student Employment Home", "On-Campus Employer Home Page", and "Employer Tools". Under "On-Campus Employer Home Page", there are links for "Student Employment News" and "Employer Tools". The "Employer Tools" section is expanded, showing a vertical list of links: "On-Campus Employers", "Log In", "Request Login Permission", "My Profile", "Contact Us", and "Log Out". A red arrow points to the "Log In" link in this list. In the "Employer Tools" section, there is a link for "Job Management Login" with a house icon and a sub-description: "Login to post jobs, hire students, and access student applications." A red arrow points to this link. Additionally, there is a link for "Employer Training Presentation" with an information icon.

Please log in using your ONYEN and password. If you run into any issues while attempting to access the site, please send an e-mail to the following address:
work-study@unc.edu.



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Single Sign-On

Onyen -or- UNC Guest ID:

Forgot Username:

[Onyen](#) | [UNC Guest ID](#)

Password:

Forgot Password:

[Onyen](#) | [UNC Guest ID](#)

Sign in

Learn more about:

[Onyen](#) | [UNC Guest ID](#)

⚠ IMPORTANT: To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.



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Posting a job

In the Employer Filter section, see that your department is listed and then click 'Add a new job.'



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Student Employment Home

Welcome, Test On Campus Employer :: Thursday, April 03, 2014

Job Control Panel

Log Out

Employer Filter: [show/hide]

- Only show "my" jobs
- Show all jobs within selected employer(s)

Add a new job for STUDENT EMPLOYMENT

Job Status Filter: [show/hide]

- View Listed Jobs (2)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

Job Actions: [show/hide]



-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page

1 to 2 of 2 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

<input type="checkbox"/>	Ref# 4259	Test On Campus Community Service - 032414	6 Applicants (6 New)	Listed: 3/24/2014	
<input type="checkbox"/>	Ref# 4258	Test On Campus Job - 032414	7 Applicants (4 New)	Listed: 3/24/2014	



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Posting a job

Supervisors with access to more than one department must first select from the drop down list before “Add a new Job” will appear



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Student Employment Home

Welcome, Taige Test Employer :: Thursday, April 03, 2014

Job Control Panel

Log Out

Employer Filter: [show/hide]

Employer

Show Jobs From All My Employers
ADMISSIONS
STUDENT EMPLOYMENT

Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

View Listed Jobs (2)

View Jobs Pending Approval (0)

View Jobs in Review Mode (0)

View Jobs in Storage Mode (0)

Job Actions: [show/hide]

Delete Export Print

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page

1 to 2 of 2 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

Ref# 4259 [Test On Campus Community Service - 032414](#)

[6 Applicants \(6 New\)](#)

Listed: 3/24/2014



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Posting a job

1. Select the Job Category.
2. Enter job title, general job description, and 5-6 bullet points that explain the job requirements.
3. Enter the total number of openings for the job.
4. Use the drop down boxes to adjust the min and max hours per week for this job.
5. Choose the Time Frame for the job (academic year, fall only, spring only).
6. Choose the base pay rate for the job (S1-S4).
7. Choose the Primary Contact person (this is you!).
8. If your information has been loaded by the financial aid office, contact fields will be pre-filled. If not, you may optionally enter a phone number, a fax number, an alternate email address, and a work location.
9. To designate a secondary contact, click on the person's name from the list and click 'Add >>>' to move them over to the 'Selected' box.
10. Specify whether you want to receive online applications (HIGHLY Recommended).
11. Click 'Submit' to continue.

Job Category <?> Choose one... ▾

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Number of Available Openings

Hours per Week 10.0 ▾ to Same ▾

Time Frame for this Job Choose one... ▾

Base pay rate: Choose one... ▾

Every job must have one primary contact person (the next question). It may also have any number of

Select a Primary Contact Person: Choose one... ▾

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed w

Phone Number

Fax Number

Email

Location

Secondary Contact People <?>

Jan Tax
Julie Dockens
Justin Keach
NextGen SharonAdmin
NextGen TaigeAdmin

Add >>>
<<< Remove


Do you wish to collect online applications for this job?
 Yes

Posting a job

Student Employment Home

Job Control Panel

Log Out

You are adding a brand new job to the web site. 

>> [Step 1: Supply Job Profile](#) >> **Step 2: Review Job Application** >> [Step 3: Go Live](#)

The job data was successfully saved. However, the job is not posted on the web site. There a review the job application below and edit it to your preferences.

Pending Job Application - STUDENT EMPLOYMENT - Clerical III

Common application questions

This page shows common questions asked of all online student applicants.

Custom application questions

To add your own questions to the job application, click 'Pick from Existing Questions' OR 'Create a New Question' on the bottom of the screen.

If you don't want to add supplemental questions, click 'Save Application.'

General

First name *

Middle name

Last name *

Student PID Number *

Email *
(You must enter your UNC institutional e-mail address.) (re

Year in School *

Intended Major

Prior Work/Volunteer Experience

Resume Browse...

Cover Letter Browse...

Company

Company Phone

Save Application

Pick from Existing Questions

Create a New Question

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

▶ [HIPPA Requirement](#)



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Posting a job

To create a new question, select a type from the drop-down menu.

Create an abbreviated name for the question (i.e. FERPA Training); you'll use this later in the "Pick from Existing Questions" library (Applicants won't see this shortened name.)

"Question Label" is what the applicant will see. Use the text box to write out your question. Be mindful of best practices and know the difference between appropriate and inappropriate application questions.

You can either add your question to the existing general section or create a custom section. To add a new section, enter the name in "Create a new section" at the same time you're adding the first new field that needs to be placed within the new section. From then on, this new section will appear in the "Select an existing section" drop-down list.

Decide where you want to place the question by clicking the "Where to Add this Question" list.

When ready, click "Add Question."

Finally, to save the application, **please click the "Save Application" button** (located towards the middle of the page).

Pick from Existing Questions

Create a New Question

Question Details

Question Type

Please select
Single Line Text
Multiple Line Text
Single Choice
Multiple Choice
Date
File Upload
Instructional Text

Question Label

HTML **B** *I* U [List Icons] [Link Icon] [Unlink Icon]

[Large text input area for the question label]

Application Behavior

Application Section

Select an existing section

-- Please select --

Create a new section

[Text input for new section name]

Other flags

Application input is required

Prefill this question from previous answer?

Where To Add This Question?

End of Application

Add Question

Posting a job


1. Select 'As soon as possible' if you want the job to be reviewed for approval immediately. If you want to save the job for later, select 'Later, I need to review it myself first'.
2. Select 'Yes, immediately,' if you want the job to be listed immediately upon approval.
3. Student applicants can create a JobMail account allowing them to define their job preferences. If you wish to notify matching applicants of your job posting, please select 'Yes, send JobMail'. If you select 'No,' your job information will NOT be included in automatic search emails to applicants.
4. Choose how long to keep the job posted. For an indefinite period of time, select 'Until I close the job.'

Click 'Click here to Finish.' Your job will be submitted to the Office of Scholarships and Student Aid for final approval. Note that your job will not be available/viewable to students until it is approved.

[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

You are adding a brand new job to the web site. 

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

STUDENT EMPLOYMENT - Clerical III

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...



Posting a job

Once finished, you can print your job details or click ‘Return to your control panel’ to view or manage your jobs.

From your Job Control Panel, the job you just added can be viewed in the “Pending Approval – Jobs Currently Pending Administrator Approval” list.



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Student Employment Home

[Job Control Panel](#)

Log Out

STUDENT EMPLOYMENT - Clerical III

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)



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Posting a job

If you want to edit a job, go to your Job Control Panel (link on the left side of the screen).

Locate the job you wish to edit and click the 'Edit Job' icon next to your job posting.

 **PENDING APPROVAL – Jobs Currently Pending Administrator Approval**

STUDENT EMPLOYMENT


<input type="checkbox"/>	Ref# 4259	Training Assistant	0 Applicants (0 New)	 
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If you want to view the job and/or application details, or request that the job status be changed, simply click the Job Title (see next page for additional details).

 **PENDING APPROVAL – Jobs Currently Pending Administrator Approval**

STUDENT EMPLOYMENT

<input type="checkbox"/>	Ref# 4262	<u>Clerical III</u>	<u>0 Applicants (0 New)</u>	 
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1 to 3 of 3 | << < > >> |

Posting a job

Managing a job posting (view once you've clicked Job Title)

To change the status of the job, click the right status in the 'Update Status' tab.

To edit the application tied to your job, click 'Edit, View, or Remove Online Application.'

To edit the job, click 'Edit this Job' link below.



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Student Employment Home

Job Control Panel

Log Out

Manage Job

Job Title	Employer	Status
Clerical III	STUDENT EMPLOYMENT	Pending Approval

Additional details about this job's status:

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested **not** to be sent when the job is approved and listed.

Update Status

Listed	» Click to update listing options
Review Mode	» Click to cancel approval and change to
Storage	» Click to cancel approval and change to

View Applicants

No applications have been submitted for this job.

Manage Application

This job is configured to collect online applications.
» [Edit, view or remove the online application.](#)

Hire Student

You cannot hire students while the job is in this status.

[\[Edit this Job\]](#)

Below is a view of approximately how this job appears to students:

Clerical III	
Job ID	4262
Job Type	On-Campus
Employer	STUDENT EMPLOYMENT
Job Category	Clerical
Job Description	Test
Job Requirements	Test
Available Openings	5
Hours	10.0 hours per week



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Reviewing Applications

Once your job is approved and listed, and students have started the job process, you can begin reviewing applications.

Click the 'View Applicants' link next to the appropriate job.

Student Employment Home

Welcome, Taige Test Employer :: Thursday, April 03, 2014

Job Control Panel

Log Out

Employer Filter: [show/hide]

Employer
 Only show "my" jobs
 Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

- View Listed Jobs (3)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

Job Actions: [show/hide]



-- Select Action Below --

Select/Deselect All Show results per page to 3 of 3 |<< < > >>|

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

<input type="checkbox"/>	Ref# 4262	Clerical III	1 Applicants (1 New)	Listed: 4/3/2014	
<input type="checkbox"/>	Ref# 4259	Test On Campus Community Service - 032414	6 Applicants (6 New)	Listed: 3/24/2014	
<input type="checkbox"/>	Ref# 4258	Test On Campus Job - 032414	7 Applicants (7 New)	Listed: 3/24/2014	

to 3 of 3 |<< < > >>|



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Reviewing Applications

After clicking “View Applicants,” you should see a list of students who have applied.

Click ‘View’ next to each student’s name to view their application.

If the student has provided a resume, it will be included on the “Resume” link next to their name. If not, N/A will be present in this field.



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[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

View Job Applications - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Send Greeting Email\(s\)](#) [Send Rejection Email\(s\)](#)

Applications										
	<u>App Date</u>	<u>Last Name</u>	<u>First Name</u>	<u>E-mail</u>	<u>Preview</u>	<u>View</u>	<u>Hire</u>	<u>Resume</u>		<u>Delete</u>
New!	03-25-2014	Rogers5	Malachi	malachirogers5@ngwebsolutions.com	Preview	View	Hire	Resume		Delete
New!	03-25-2014	Rogers4	Samuel	samuerogers4@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers7	Bernice	bernicerogers7@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers6	Larry	larryrogers6@ngwebsolutions.com	Preview	View	Hire	Resume		Delete
New!	03-25-2014	Rogers3	Frank	frankrogers3@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	N/A		Delete



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Reviewing Applications

Scheduling an interview with an applicant

To communicate with multiple applicants, click '**Send Greeting Email(s)**' button above the Applications List.



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[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

View Job Applications - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Send Greeting Email\(s\)](#) [Send Rejection Email\(s\)](#)

Applications											
	<u>App Date</u>	<u>Last Name</u>	<u>First Name</u>	<u>E-mail</u>	<u>Preview</u>	<u>View</u>	<u>Hire</u>	<u>Resume</u>		<u>Delete</u>	
New!	03-25-2014	Rogers5	Malachi	malachirogers5@ngwebsolutions.com	Preview	View	Hire	Resume		Delete	
New!	03-25-2014	Rogers4	Samuel	samueltogers4@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers7	Bernice	bernicerogers7@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers6	Larry	larryrogers6@ngwebsolutions.com	Preview	View	Hire	Resume		Delete	
New!	03-25-2014	Rogers3	Frank	frankrogers3@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	



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Reviewing Applications

Scheduling an interview with an applicant

By default, the names of all applicants will be checked. Uncheck any applicants you *don't* want to email.

Write your email in the boxes below (subject and body text), then click “Send.”

[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

Job Application - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

To

New!	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers5, Malachi	[malachirogers5@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers7, Bernice	[bernicerogers7@ngwebsolutions.com]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From taige.haines@ngwebsolutions.com

Subject Job: Test On Campus Community Service - 032414

Body

I am interested in meeting with you to discuss your interest in the Test On Campus Community Service - 032414 job opening in my department.

Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.



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Reviewing Applications

Sending rejection emails (REQUIRED: students may only apply for 3 jobs at a time, so you must release any student who you do not wish to interview/hire).

From the “View Applications” page, click “Send Rejection Emails.”



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at CHAPEL HILL

Student Employment Home

Job Control Panel

Log Out

View Job Applications - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

[Send Greeting Email\(s\)](#) [Send Rejection Email\(s\)](#)



Applications										
	<u>App Date</u>	<u>Last Name</u>	<u>First Name</u>	<u>E-mail</u>	<u>Preview</u>	<u>View</u>	<u>Hire</u>	<u>Resume</u>		<u>Delete</u>
New!	03-25-2014	Rogers5	Malachi	malachirogers5@ngwebsolutions.com	Preview	View	Hire	Resume		Delete
New!	03-25-2014	Rogers4	Samuel	samuelrogers4@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers7	Bernice	bernicerogers7@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers6	Larry	larryrogers6@ngwebsolutions.com	Preview	View	Hire	Resume		Delete
New!	03-25-2014	Rogers3	Frank	frankrogers3@ngwebsolutions.com	Preview	View	Hire	N/A		Delete
New!	03-25-2014	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	N/A		Delete



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Reviewing Applications

Sending rejection emails.

Check the boxes next to any applicants you will not hire. Double-check before proceeding.

Write the subject and text of your rejection email, then click “Send.”

[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

Job Application - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

[Click here to return to reviewing applications.](#)







Suggested use: To inform students that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

To

-  Rogers1, Roy [royrogers1@ngwebsolutions.com]
-  Rogers3, Frank [frankrogers3@ngwebsolutions.com]
-  Rogers4, Samuel[samueltrogers4@ngwebsolutions.com]
-  Rogers5, Malachi[malachirogers5@ngwebsolutions.com]
-  Rogers6, Larry [larryrogers6@ngwebsolutions.com]
-  Rogers7, Bernice[bemicerogers7@ngwebsolutions.com]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From taige.haines@ngwebsolutions.com

Subject Job: Test On Campus Community Service - 032414 - Not Availab

Body

You recently submitted an on-line application for the Test On Campus Community Service - 032414 job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Hiring a student

From the Job Control Panel, click “View Applicants” next to the appropriate job.

On the next screen, click “Hire” next to the applicant you’ve decided to hire.



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Student Employment Home

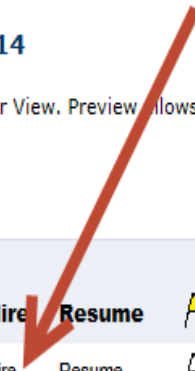
Job Control Panel

Log Out

View Job Applications - STUDENT EMPLOYMENT - Test On Campus Community Service - 032414

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

Applications											
	<u>App Date</u>	<u>Last Name</u>	<u>First Name</u>	<u>E-mail</u>	<u>Preview</u>	<u>View</u>	<u>Hire</u>	<u>Resume</u>		<u>Delete</u>	
New!	03-25-2014	Rogers5	Malachi	malachirogers5@ngwebsolutions.com	Preview	View	Hire	Resume		Delete	
New!	03-25-2014	Rogers4	Samuel	samueltogers4@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers7	Bernice	bernicerogers7@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers6	Larry	larryrogers6@ngwebsolutions.com	Preview	View	Hire	Resume		Delete	
New!	03-25-2014	Rogers3	Frank	frankrogers3@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	
New!	03-25-2014	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	N/A		Delete	



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Hiring a student

Continue to the next step by clicking “Go to step 2.”



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Student Employment Home

Job Control Panel

Log Out

Hire Students

For Job: Clerical III

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

<-- Click for help on completing this step.

Hire On-line Applicants	Hire candidates who did not apply On-line.																								
<input checked="" type="checkbox"/> Roy a Rogers1	<table border="1"><thead><tr><th></th><th>First Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>5.</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>		First Name	Middle Initial	Last Name	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Middle Initial	Last Name																						
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
	<input type="button" value="Go to step 2"/>																								



UNC
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& Student Aid

Hiring a student

Job Status Filter: [show/hide]

- View Listed Jobs (3)
- View Jobs Pending Approval (0)




You can also hire someone who did *not* complete an online application.

From the Job Control Panel, click 'Hire Applicant' next to the appropriate job (see below).

Select/Deselect All Show results per page 1 to 3 of 3 | << < > >> |

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

Ref#	Job Title	Applicants	Listed	Actions
<input type="checkbox"/> Ref# 4262	Clerical III	1 Applicants (1 New)	Listed: 4/3/2014	
<input type="checkbox"/> Ref# 4259	Test On Campus Community Service - 032414	6 Applicants (6 New)	Listed: 3/24/2014	
<input type="checkbox"/> Ref# 4258	Test On Campus Job - 032414	7 Applicants (7 New)	Listed: 3/24/2014	


1 to 3 of 3 | << < > >> |

On the next screen, enter the applicant's name — you can just use last name — and click "Go to step 2."

- Student Employment Home
- Job Control Panel
- Log Out

Hire Students
For Job: Clerical III

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

 <-- Click for help on completing this step.

Hire On-line Applicants	Hire candidates who did not apply On-line.																		
<input type="checkbox"/> Roy a Rogers1	<table border="1"><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>5. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Initial	Last Name	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>	<input type="text"/>	5. <input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name																	
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3. <input type="text"/>	<input type="text"/>	<input type="text"/>																	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>																	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>																	

Hiring a student

For candidates who did not complete an online application, you will need to enter a PID number.

The student will be checked for work-study eligibility. Click “Check Student” to verify.



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[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

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

For Job: Clerical III

Validate Students

Student

Roy a Rogers1

Enter PID:



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Hiring a student

If they are verified, you will see a green ✓. You will be able to click “Continue.”

If the student is not eligible for work-study, you will receive an error message (a red “X”). You will be asked to Cancel the hire.

Passed hire validation



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Student Employment Home

Job Control Panel

Log Out

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

For Job: Test On Campus Job - 032414

Validate Students

Student	Enter Email Address:
Bernice g Rogers7	<input type="text" value="bernicerogers7@ngwebsolutions.c"/>
<input type="button" value="Check Student"/>	

Validation Lookup Results

Bernice g Rogers7:
✓ Work Study List The student is on this list.

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

Failed hire validation



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Student Employment Home

Job Control Panel

Log Out

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

For Job: Test On Campus Community Service - 032414

Validate Students

Student	Enter Email Address:
Larry f Rogers6	<input type="text" value="larryrogers6@ngwebsolutions.com"/>
<input type="button" value="Check Student"/>	

Validation Lookup Results

Larry f Rogers6:
✗ Work Study List The student is NOT on this list.

The student did not pass validation and cannot be hired at this time.
Click the "Cancel" button to cancel this hire.

Hiring a student

- Data from the original job listing will be pre-filled in the Hire Request form.
- You may edit the information prior to establishing the hire.
- You'll be able to see the student's FWS Award amount (WRITE THIS DOWN!!!).
- You must update 'wage which will be paid student' before proceeding.
- Click "Submit Request" when you have reviewed all of the information.

[Student Employment Home](#)

[Job Control Panel](#)

[Log Out](#)

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

For Job: Test On Campus Job - 032414

Please fill out hire info for this student.

Student First Name	<input type="text" value="Bernice"/>
Student Middle Name	<input type="text" value="g"/>
Student Last Name	<input type="text" value="Rogers7"/>
Student Email Address	<input type="text" value="bernicerogers7@ngwebsolutions.ci"/>
	<ul style="list-style-type: none">• Level 1, \$7.25/hour - \$8.30/hour• Level 2, \$8.30/hour - \$10.05/hour• Level 3, \$10.05/hour - \$11.80/hour• Level 4, \$11.80/hour - \$13.55/hour
Wage which will be paid student	<input type="text" value="0.00"/>
Hours per week	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy)	<input type="text" value="08-19-2014"/>
Estimated Employment End Date (mm/dd/yyyy)	<input type="text" value="05-05-2015"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<input type="text"/>
<input type="button" value="Submit Request"/>	

Award Information

Award Amount	Award Term
\$2,700.00	FWS 13-14 (08/20/2013 - 05/06/2014)



Hiring a student

- You can choose whom to notify in the “Email Hire Approval” section.
- You can add your own message to the body of the email by typing in the text box.
- You can include attachments by clicking the “Append” link to the right of the screen.
- Secondary supervisors will automatically get a copy of the email.
- You MUST add HR Rep as an additional recipient to notify your dept about the hire.



- Student Employment Home
- Job Control Panel
- Log Out

Email Hire Approval Details

Email Hire Approval

Select e-mail recipients:

Hire Requestor

Student

Both

Do not send e-mail

To: taige.haines@ngwebsolutions.com
CC: work-study@unc.edu

Hiring Request Details:
Student Name/ID: Bernice g Rogers7
(bernicerogers7@ngwebsolutions.com)
Position: Test On Campus Job - 032414
Employer Name: STUDENT EMPLOYMENT
Wage: \$10.00 an hour

Additional recipients (Separate emails using commas). Additional job contacts listed below.

Default Email Body	[Append]
Approve Msg (For Employers)	[Append]
Approve Msg (For Students)	[Append]
Postpone Msg (For Employers)	[Append]
Postpone Msg (For Students)	[Append]
Reject Msg (For Employers)	[Append]
Reject Msg (For Students)	[Append]

