

JobX Training for WS Students

Academic Year 2019-20

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



UNC
Scholarships
& Student Aid

Training Summary

- JobX Processes
 - How to search for open positions
 - How to apply for open positions
 - How to set up JobMail notifications
- Real-World Processes
 - Interviewing and accepting an offer of employment
 - Complete the payroll process
 - Complete on-boarding processes



THE UNIVERSITY
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at CHAPEL HILL



Students ▾

JobX ▾

Reporting ▾

Access & Audit ▾

Uploads ▾

Site Set up ▾

Content ▾

Help ▾

Welcome to the Student Employment Portal



Students



Work-Study Supervisors



Prospective Supervisors

JobX Overview

A brief explanation of the JobX system & its role in the WS process

JobX Overview

- Instituted in 2012, the JobX system replaced the previous online posting & paper hiring system.
- JobX currently serves 2 functions:
 1. Provides a job board for employers to post jobs and students to search for suitable employment
 2. Serves as a hiring record system, keeping track of which student is employed in which position and providing a communication hub.

JobX Overview

Before beginning their job search, students should make sure to complete a few tasks to expedite the application process.

1. Create or update your resume.

- If you need to create a resume, University Career Services has a number of resources available at <https://careers.unc.edu/students/resumes-and-letters>.
- If you are lacking employment experience, you can construct your resume to focus on the skills, knowledge, abilities, and experiences you obtained from extracurricular and/or volunteer activities

2. Complete WS Training

- Before applying to any job, we strongly recommend completing the mandatory WS training available in Sakai (at <https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e>).
- WS training must be completed with a 100% score and copies of the quiz provided to your supervisor before you can begin work.

JobX Overview

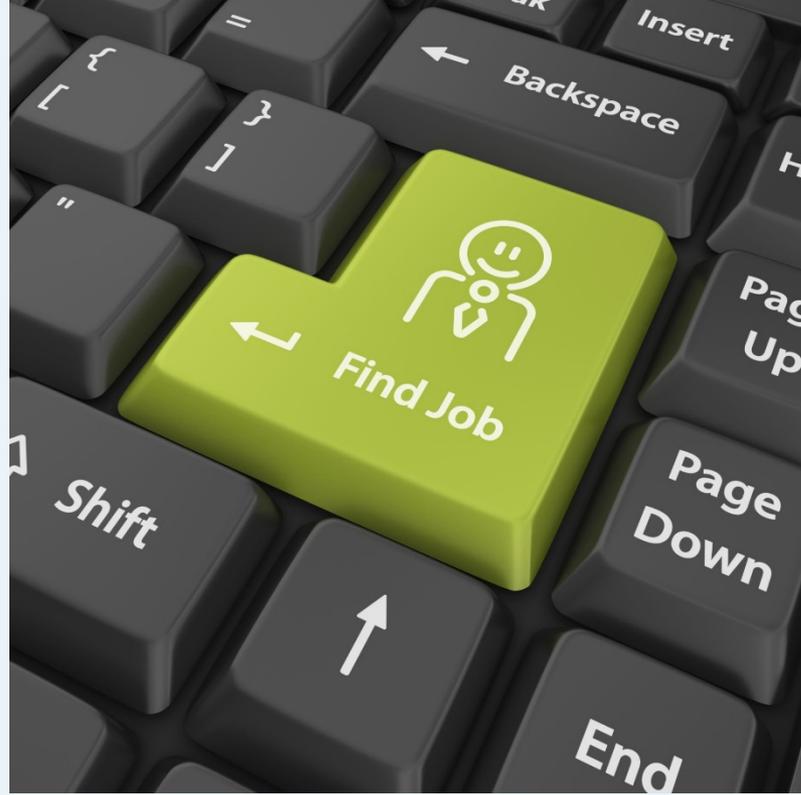
- JobX will be activated for most students on July 20th, 2020.
- Students will be notified that the system is active via email.
- Once a student receives an email, they are free to complete training and then begin searching for jobs



JobX Processes

Important instructions on how to:

- Search for open positions
- Apply for open positions
- Set up JobMail notifications



JobX Job Search

“To the maximum extent practicable, a school must provide jobs that complement and reinforce each recipient’s educational program or career goals.”

-Department of Education WS guidelines

Job Search

When looking for a work-study position, remember that you should look for a job which will enhance your academic, professional, and/or personal skills and interests. WS offers a variety of different positions to suit your individual needs, such as:

Choral Librarian

IT Computer Technician

Research Assistant

Box Office Manager

Somatosensory Research Assistant

America Reads Tutor

Peer Mentor Program Assistant

Communications Intern

Planetarium Fulldome Navigator

Horticulturist

Concierge and Guide

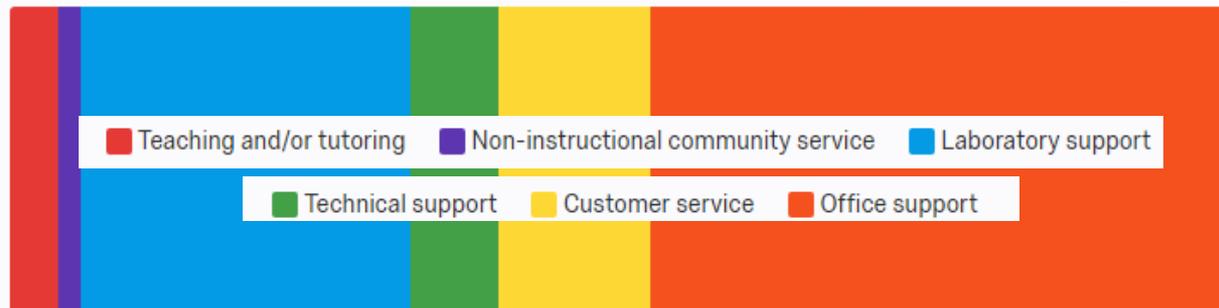
Assistant to the Vice Chancellor

Zumba Instructor

DNA Technician

Clinical Psychology Lab Coordinator

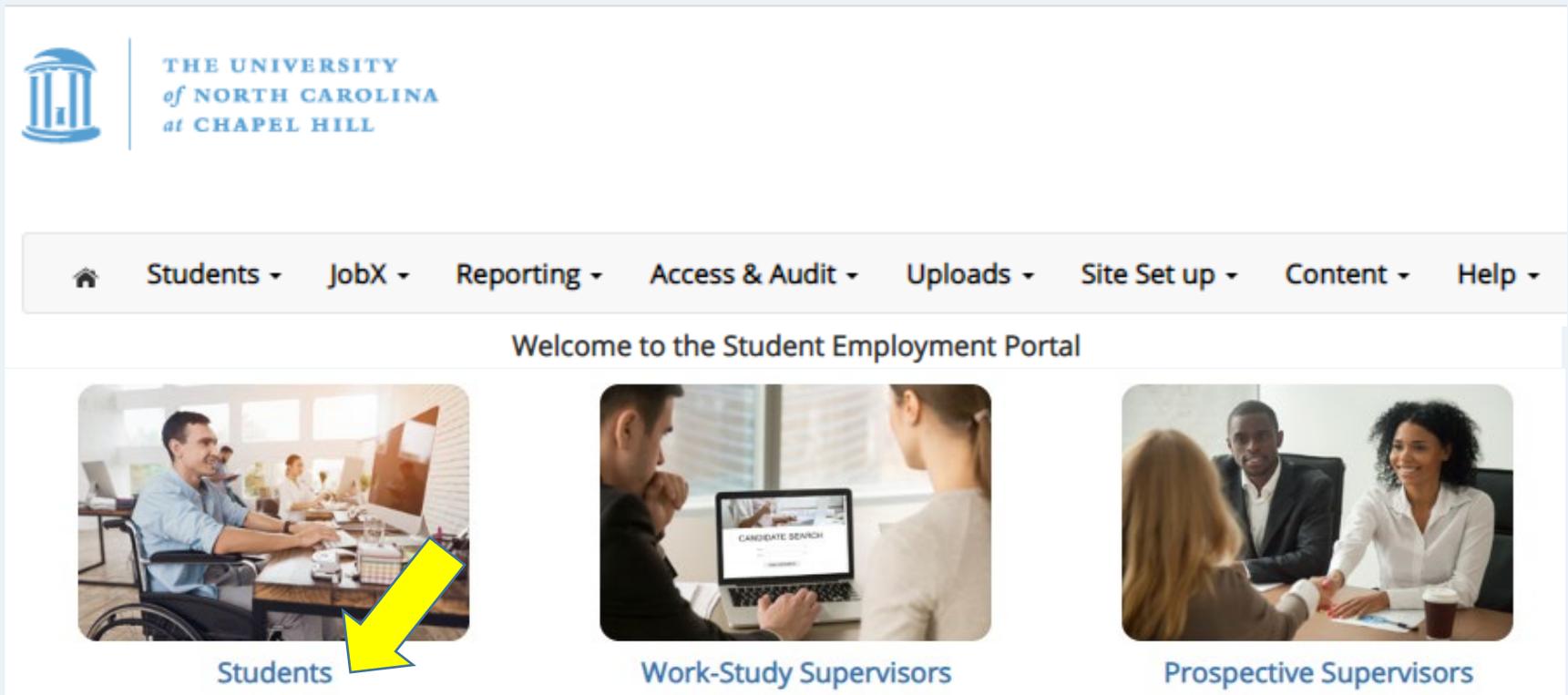
Web Design & Marketing Assistant



To access the Job X system

Go to <https://unc.studentemployment.ngwebsolutions.com>.

Click the “Students” link displayed on the main screen.



The screenshot shows the homepage of the Student Employment Portal. At the top left is the University of North Carolina at Chapel Hill logo. To its right is the text "THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL". Below this is a navigation menu with a home icon and links for "Students", "JobX", "Reporting", "Access & Audit", "Uploads", "Site Set up", "Content", and "Help", each with a dropdown arrow. The main heading reads "Welcome to the Student Employment Portal". Below the heading are three large images with captions: "Students" (a man in a wheelchair at a computer), "Work-Study Supervisors" (two people looking at a laptop displaying "CANDIDATE SEARCH"), and "Prospective Supervisors" (three people in a meeting). A yellow arrow points to the "Students" caption.

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

Welcome to the Student Employment Portal

Students

Work-Study Supervisors

Prospective Supervisors

Click on the “Find a Job” Link to search for open positions.

Information

Looking for a Job?

Check out our [Spotlight](#) page for a listing of jobs being heavily recruited by supervisors, or use the [Find a Job](#) link to the right to search through all open positions.

Educational Resources

Click here to find educational resources on Work-Study and Job Search Process

Work Tools

Work Schedule Planner

The work schedule planner provides a tool to help you plan your work schedule over the academic year to ensure you utilize your full WS award.

Time Record Log

The time record log provides a tool to help you track your hours over the academic year to ensure you utilize your full WS award.

Training Material

WS Student Training

This presentation provides valuable information about the Work-Study Programs, your rights and responsibilities, and how to be successful as a work-study student. Once you've reviewed the presentation, please make sure to complete the related assessment in Sakai.

JobX Student Training

Need help navigating the JobX system? This presentation covers how to locate and apply to a position. It also provides valuable knowledge on how to interview, accept a jobs, and what steps you need to take before you can start working.

Applicant and Interview Training Videos

How to Write a Cover Letter

Need assistance in drafting a cover letter? Check out this quick video from University Career Services.

Other Links

Student Dashboard

Click here to review jobs you've recently applied for and to update your JobMail Subscription.

Find a Job

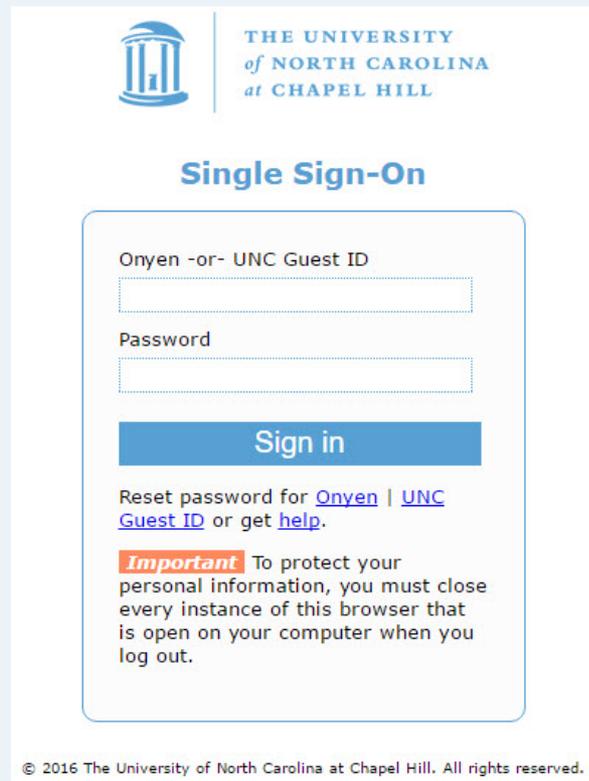
Conduct either quick or advanced searches for available jobs. Submit an online job application.

Manage JobMail

Be the first to know when jobs matching your criteria become available.



Only students who have been awarded Work-Study as part of their Financial Aid Award are permitted to apply for work-study positions. To verify your eligibility, please log in using your UNC ONYEN and password when prompted.



The image shows a screenshot of the UNC Single Sign-On login page. At the top left is the UNC logo, a blue dome with columns. To its right is the text "THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL". Below this is the heading "Single Sign-On". The main content area is enclosed in a rounded rectangle and contains two input fields: "Onyen -or- UNC Guest ID" and "Password". Below the fields is a blue "Sign in" button. Underneath the button is a link: "Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#)." Below that is an "Important" notice in a red box: "Important To protect your personal information, you must close every instance of this browser that is open on your computer when you log out." At the bottom of the page is the copyright notice: "© 2016 The University of North Carolina at Chapel Hill. All rights reserved."

Side Note: Students without a WS award seeking employment or those WS students looking for a second position (students can not hold 2 WS jobs) can find non-WS positions by using the University Career Service's site at <https://careers.unc.edu/students/part-time-employment>.

Click the specific **‘Quick Search’** feature you would like to utilize to find a job.

-This search breaks down positions by on-vs. off-campus, hours/week, wage levels, recently-posted jobs

Otherwise, click **‘Advanced Search’** to define your own search criteria.

-This option allows you to search based on keyword, by general job type (category), employer, semester, wage amount, & hours/week

The screenshot shows the 'Find A Job' interface. At the top, there is a section titled 'Find A Job' with an 'Instructions' box containing the text: 'Choose from the quick search options below or click on the "Advanced Search" button for more options.' Below the instructions are two buttons: 'Quick Search' and 'Advanced Search'. A red arrow points to the 'Advanced Search' button. Below these buttons is a section titled 'Select a quick search.' with a yellow arrow pointing to it. This section contains several buttons for quick search options: 'Research Exposure Opportunities through IRIS', 'Research Support Jobs', 'On Campus Jobs', 'Off Campus Jobs', 'On Campus Community Service Jobs', 'Off Campus Community Service Jobs', 'Carolina Works Jobs', 'Federal Work-Study Jobs', 'Tutoring Jobs', 'Technology Jobs', 'Most Hours per Week', 'Fewest Hours per Week', and 'Jobs by Department'.

On the job list page, find a job or jobs that interest you and click the “Job Title” link to open a new tab containing more information.

Apply for selected jobs

Research Exposure Opportunities through IRIS

Show All results per page Refresh

<u>Laboratory Assistant</u>			Employer: Biology
<input type="checkbox"/>	 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL	Wage: \$10.05/hr to \$11.80/hr Openings: 2 Listed: 06/23/2020	Hours: 7 to 15 hours / week Location: 320 Coker Hall Category: In-Person: Research (IRIS) Job Type: On-Campus (Federal Work-Study)

<u>Research Assist</u>			Employer: Biology
<input type="checkbox"/>	 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL	Wage: \$8.30/hr to \$10.05/hr Openings: 4 Listed: 06/11/2020	Hours: 10 to 20 hours / week Location: 623 Fordham Hall Category: In-Person: Research (IRIS) Job Type: On-Campus (Federal Work-Study)

<u>Research Assist</u>			Employer: Biology
<input type="checkbox"/>	 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL	Wage: \$8.30/hr to \$10.05/hr Openings: 4 Listed: 06/11/2020	Hours: 10 to 20 hours / week Location: 622 Fordham Hall CB#3280 Category: In-Person: Research (IRIS) Job Type: On-Campus (Federal Work-Study)



Review the position to see if the job duties, number of hours, employer, and other job specifics are a match for your needs, skills, and interests. Once you've reviewed the position, navigate back to the "Find a Job" page.

Job Details

America Counts Tutor	
Job ID	5397
Job Type	On-Campus
Employer	School of Education
Date Posted	Dec 15, 2016
Category	Tutoring
Job Description	<ul style="list-style-type: none"> -Mentor and tutor middle school math students 1:1 during their math class -Participate in weekly staff meetings and trainings on campus, 1 evening a week, and 1 Saturday at the beginning of the school year -Participate in National Literacy Action Week, an advocacy week where you plan and execute a math literacy advocacy project for the community -Participate in the Read.Write.Act virtual literacy conference and Global Youth Service Day, requiring 1 weekend in the fall and 1 weekend in the spring. <p>To learn more about the program, visit http://americareads.web.unc.edu</p>
Job Requirements	<ul style="list-style-type: none"> -Have a strong math foundation and feel comfortable teaching middle-school level mathematics -Enjoy working with middle school students - Have a class schedule which allows you to tutor 2-4 hours a day, twice a week, during public school hours (8 a.m.- 4 p.m.), and meet 1 hour a week in the evening for a staff meeting/training. - Have a strong commitment to social justice - Be willing to use Chapel Hill's public transportation system to get to Culbreth Middle School, or have reliable transportation that will get you there
Available Openings	2
Hours	6.0 to 12.0 hours per week
Hourly Rate	\$11.80/hour to \$13.55/hour
Time Frame	Academic Year
Contact Name	Laura Brown
Contact Email	Laurajb1@email.unc.edu
Work Location	N/A
Phone	(919) 962-0304
Fax	N/A



JobX Job Application

On the Job List page **Check the box(es) on 1-3 jobs** to which you would like to apply and then click the **“Apply for selected jobs”** button.

If you found more than 3 jobs, you can repeat the process to apply for those jobs at a later time. While the system limits you to 3 jobs per application, there is no restriction on the maximum number of jobs to which you can apply in a given year.

The screenshot shows a web interface for job listings. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. Below this, there is a search filter section with "Show All results per page" and a "Refresh" button. The main content area displays two job listings, each with a blue checkmark in a box to its left, indicated by yellow arrows. The first listing is for a "Laboratory Assistant" at the University of North Carolina at Chapel Hill, with details on wage, hours, openings, and location. The second listing is for a "Research Assist" at the same university, also with details on wage, hours, openings, and location. Both listings specify the employer as "Biology" and the job type as "On-Campus (Federal Work-Study)".

Apply for selected jobs

Research Exposure Opportunities through IRIS

Show All results per page Refresh

Laboratory Assistant Employer: Biology

 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Wage: \$10.05/hr to \$11.80/hr
Hours: 7 to 15 hours / week
Category: In-Person: Research (IRIS)
Job Type: On-Campus (Federal Work-Study)
Openings: 2
Location: 320 Coker Hall
Listed: 06/23/2020

Research Assist Employer: Biology

 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Wage: \$8.30/hr to \$10.05/hr
Hours: 10 to 20 hours / week
Category: In-Person: Research (IRIS)
Job Type: On-Campus (Federal Work-Study)
Openings: 4
Location: 623 Fordham Hall
Listed: 06/11/2020

To apply, fill out the application making sure that you complete all fields with a red asterisk. Fields without a red asterisk are not required, but we highly recommend completing them as leaving the field blank may put you at a disadvantage.

Apply To Job



Help

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

-  America Counts Tutor - School Of Education
-  America Reads Tutor - School Of Education

General

First name	<input type="text" value="Roy"/>	*
Middle name	<input type="text" value="a"/>	
Last name	<input type="text" value="Rogers1"/>	*
Student PID Number	<input type="text" value="11111111"/>	*
Email <i>(You must enter your UNC institutional e-mail address.)</i>	<input type="text" value="royrogers1@ngwebsolutions.com"/>	* * (re-enter to confirm)
Year in School	<input type="text" value="Please select"/>	*
Intended Major	<input type="text"/>	
What is your interest in tutoring math?	<input type="text"/>	*
What is your interest in literacy tutoring?	<input type="text"/>	*

Working with America Counts requires a commitment beyond other work study jobs.
The schools depend on our tutors to arrive consistently and promptly.
While we can work around your class schedule to set tutoring hours, this is not a job that you can call out to just because you have a test the next day.

- Yes, I agree to commit to America Reads
 No, I am unable to commit to America Reads

By clicking yes, you are saying you understand this commitment and are willing to commit to this program.

To upload a resume and/or cover letter for the hiring supervisor to review, browse to that file on your computer and click 'Open'. Remember, help is available through the University Career Center if you need assistance with your job application documents.

Resume	<input type="button" value="Choose File"/> No file chosen
Cover Letter	<input type="button" value="Choose File"/> No file chosen

*****Your application may look different than the pictures in training if the person posting the position submitted custom application questions.*****

Once you've completed the application, be sure to click the "Submit" button at the bottom of the page to officially apply for the selected job(s). JobX will not save your data if you leave the page, so please be sure to complete the process before signing off.

May we contact your previous supervisor for a reference?

How many years have you worked with America Reads?

Submit

Once you successfully submit the job application, you will be sent to your user dashboard. From here you can complete a variety of actions such as:

- Viewing the application status
- Printing an application by clicking the printer icon next to the particular job listing
- Reviewing your submitted information by clicking on the magnifying glass icon
- Withdraw your application by clicking on the red X button

welcome, roy a rogers1 | Logout

Students

User Dashboard

Welcome, Roy a Rogers1 :: Monday, May 8, 2017

 **Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.**

Current Hires & Awards (2) | Upcoming Hires & Awards (0) | Old Hires & Awards (0) | Applications | JobMail

Application Information [+/-] Number of Days: 1 Year

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
5397	America Counts Tutor	School of Education	Submitted	5/8/2017	2			
5396	America Reads Tutor	School of Education	Submitted	5/8/2017	6			
5081	Plant Museum Specialist	NC Botanical Garden	Submitted	4/7/2017	4			
5891	Laboratory Assistant	Pathology & Lab Medicine	Submitted	4/7/2017	1			
4321	Slavic and East European Assistant	Academic Affairs Library	Submitted	4/7/2017	1			
4401	Public Services Assistant	Academic Affairs Library	Submitted	4/7/2017	6			
4611	Academic/Student Affairs Assistant School of Nursing	School of Nursing	Hired	4/7/2017	1			
6087	Accessible Web Developer	Computer Science	Submitted	4/7/2017	3			

Once you accept a position, you should withdraw all other applications.

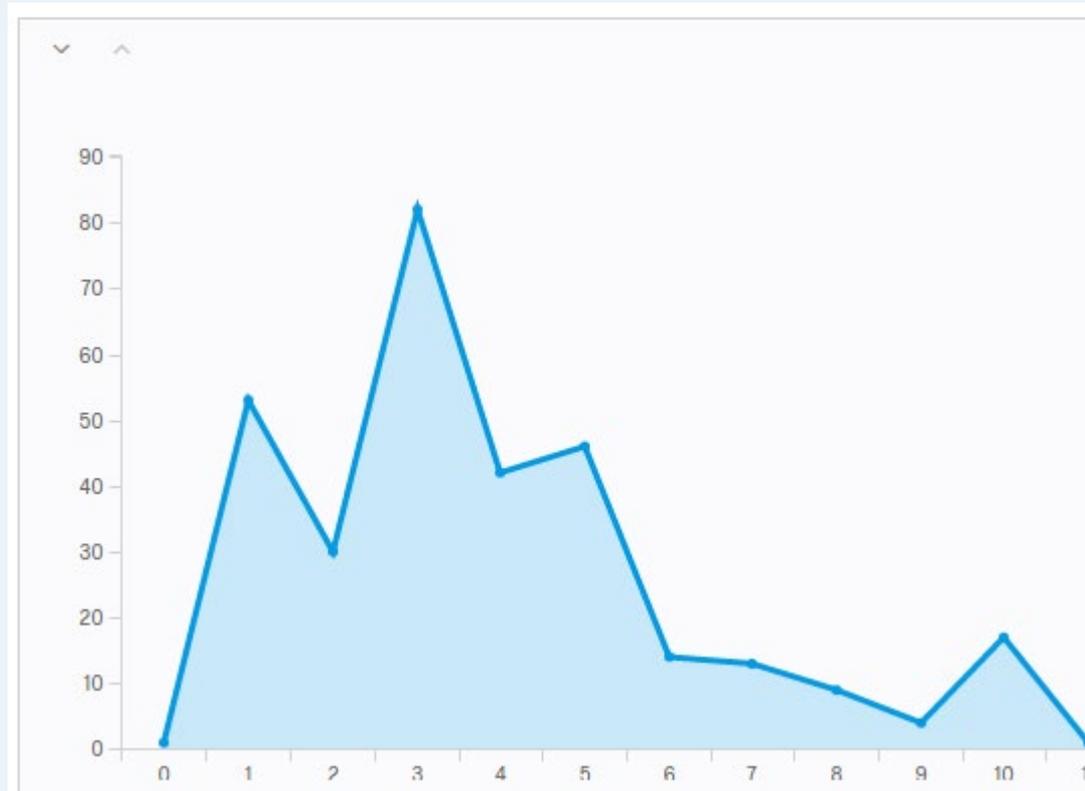
Once you are finished reviewing your current application materials, you can

- Return to the job search page to apply for additional jobs
- Log out of the system
- Review your JobMail account.

For more information on JobMail, continue to the next section

The screenshot shows the top navigation bar of the JobMail system. On the left is the University of North Carolina at Chapel Hill logo. The main navigation menu includes 'Students', 'User', 'My Dashboard', 'Find a Job', 'My JobMail', and 'Contact Us'. A green checkmark icon is next to 'My JobMail'. A blue arrow points to 'Find a Job', a green arrow points to 'My JobMail', and a red arrow points to the 'Logout' link in the top right corner. A green notification banner in the center reads 'successfully submitted an application. Please review your submitted'.

To how many positions do students apply?



Last Year

- The average student applied to between 3 and 5 positions before being hired
- Only 16% applied to 1, and an industrious 12 people applied to more than 15 positions.



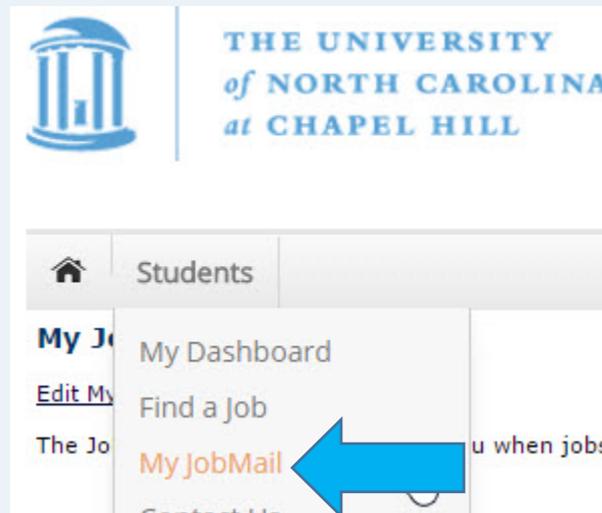
JobX Job Mail

What is JobMail?

- JobMail is a system that notifies you automatically by e-mail 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 attribute of a new job being listed matches your subscription attributes, you will receive e-mail from the system. This e-mail will provide all the necessary details about the job so you can proactively apply for the job, if interested.
- Although most supervisors opt to have their listing included in the JobMail feature, not all supervisors elect to do so. Know that when you set your subscription attributes, there may still be jobs on the site that match your interest but are not included in your e-mail notification.

In the Student Dashboard:

- Mouse over the “Students” tab at the top of the page
- Navigate to the My JobMail option
- Click the link to navigate to the JobMail page



In the JobMail Dashboard, click the link to “Add New Subsscription” link to add a subscription. Please note that you do not have to apply to a certain job or job type in order to subscribe to the JobMail messaging regarding similar positions.



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

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

[Home](#) | [Students](#)

My JobMail Subscriptions

[Edit My Profile](#)

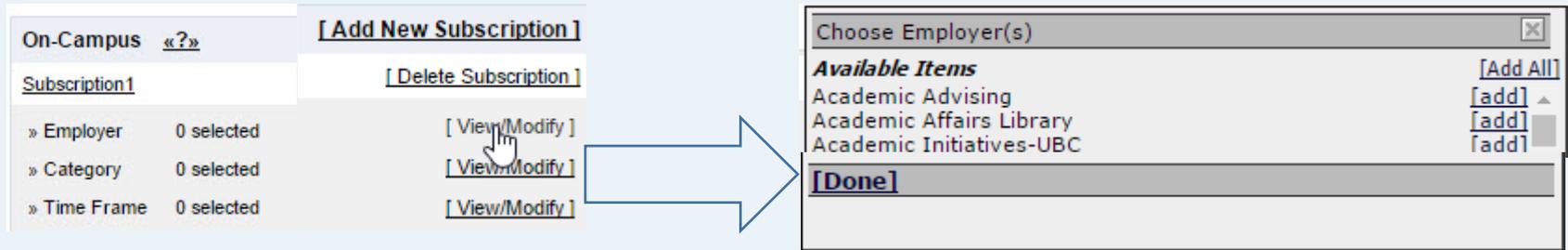
The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus « ? » <i>There are no subscriptions for this job type.</i>	[Add New Subscription]
Off-Campus Tutor « ? » <i>There are no subscriptions for this job type.</i>	[Add New Subscription]
Off-Campus Community Service « ? » <i>There are no subscriptions for this job type.</i>	[Add New Subscription]

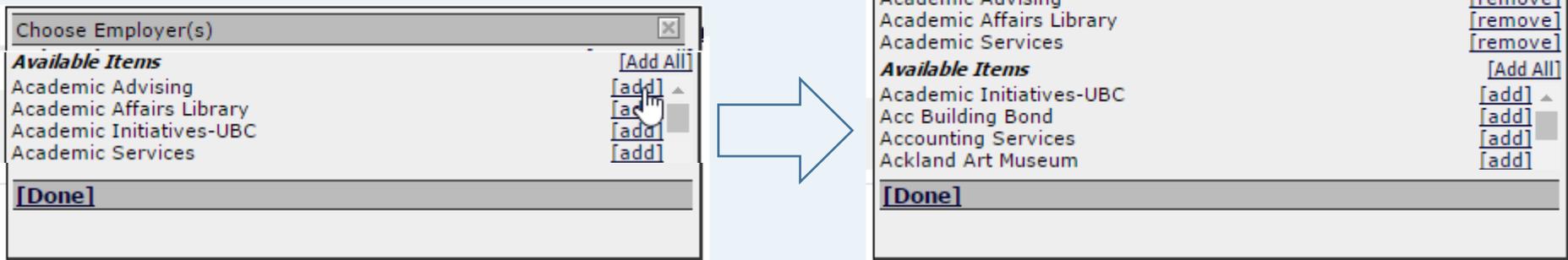
Once you’ve subscribed, you’ll receive new options to delete the subscription, or to refine the subscription by selecting specific employer(s), category(s), and/or time frame(s) of interest. You will only be messaged if change occur to positions corresponding FWS positions.

On-Campus « ? »	[Add New Subscription]
Subscription 1	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]

Clicking the “View/Modify” link will open up a new menu of options:



Add a category by clicking on the [\[add\]](#) link. Your selections will move to the top of the screen.



Click the [\[Done\]](#) link when you’ve finished making selections.

Once you’ve finished updating all your subscriptions, click the “Save Subscriptions” button on the main page. If you skip this step, your subscription data will not be retained by JobX.

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*



Real World Processes

Important instructions on how to:

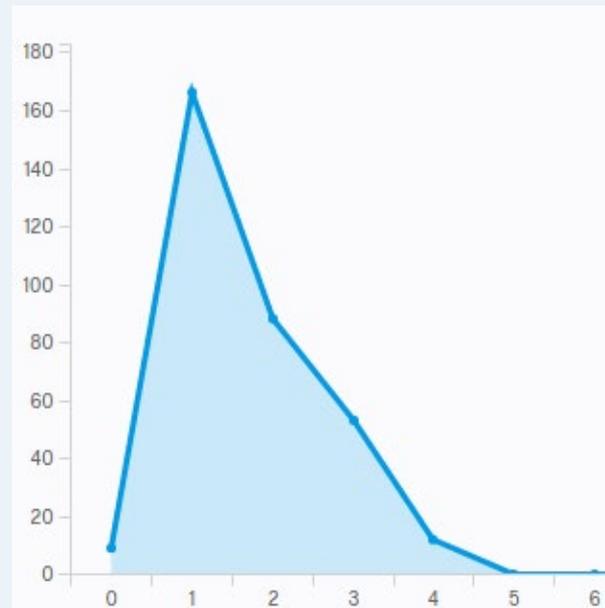
- Interview & Accept an offered position
- Complete the payroll process
- Complete the on-boarding process



Interviews & Accepting A Job

Interviews

- Interviews are conducted by supervisors based on the JobX application to ensure the position is a good fit for everyone involved.
- They can be conducted via phone, over the web, or in person.
- Most students participate in 1-4 interviews before finding the right position.



Continuing students returning to the same position can bypass the interview, if their supervisor chooses to do so.

I've been offered a job!!!

...now what?

- WS Supervisors can offer positions as early as July 20th and as late as the last week of Spring classes. Remember to monitor your email and phone for offers.
- Once you receive an offer, you'll want to respond quickly. Most supervisors prefer that you provide them an official acceptance notice in writing, but some may be fine with a phone call. Be sure to ask!
- Once you have accepted, an offer of employment, please ask your supervisor to set up an appointment for you to meet with the hiring department's HR representative on or before your first date of work.
- After accepting an offer, you should withdraw all other job applications (see page 22)

Remember, you can not begin working until August 3th and all paperwork must be complete before starting.



Completing Payroll

Completing Payroll

Before you can begin work, you will have to complete a set of tasks to received authorization for employment from HR.

- Employment verification through the I-9 system
 - You'll need to provide documentation to confirm your eligibility to work before starting your new job.
 - To complete this process, you may need your passport, social security card, driver's license, or other forms of identification.
 - Depending on individual circumstances, you may need to consider bringing some of these documents from home or, for virtual employees, going to a remote I-9 center to complete the process as indicated by the department.
- Withholding set-up using the W-4 & NC-4
 - You'll need to complete these forms to ensure the proper amount of wages are withheld to pay taxes.
- Payroll set-up using the Direct Deposit Authorization Form
 - If working on campus, you'll need to provide your banking information in order to receive your wages. Having a paper check can help expedite this process.

Payroll Set Up-On Campus

- All WS students **MUST** be set up in payroll, submit a copy of their WS Training with a 100% grade, and complete I-9 verification **on or before their first day of work**. Failure to do so will violate WS program regulations and may violate US employment law.
- If you do not have a meeting with HR on or before your first day of work, please ask your supervisors to set one up, otherwise you may not be paid on time.
- **If you have any questions about how to complete these processes, please ask your WS supervisor for assistance.**

Payroll Set Up-Off Campus

- All WS students **MUST** submit their WS Training quiz with a 100% score and complete I-9 verification **on or before their first day of work**. Failure to do so will violate WS program regulations and may violate US employment law.
- You may have additional processes specific to your work site that you will need to complete prior to beginning work.
- **If you have any questions about how to complete these processes, please ask your WS supervisor for assistance.**



Completing On-Boarding

Completing On-Boarding

- Before you begin work, you'll need to provide your supervisor with documentation that you successfully completed Work Study Student Training in Sakai (<https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e>)
- You'll need to provide your supervisor with a copy of your assessment showing a score of 100%
- Your supervisor may ask for this document electronically or request paper copies.

**You may begin work only if
all set-up steps are complete
and classes have begun.**

Please do not begin work before August 3rd!

**Please do not begin work until all Payroll &
WS Training has been completed!**

Completing On-Boarding

Your supervisor will also complete the following tasks

- Have you complete Chronos/TIM/timesheet training
- Show you how to fill out the sign-in/sign-out sheet
- Give you a tour of the work area
- Introduce you to coworkers and secondary supervisors
- Explain your job responsibilities and expectations in more detail

Your supervisor may provide additional on-boarding like:

- Reviewing workplace protocols and office norms
- Setting up evaluation periods
- Discussing additional training opportunities
- Asking you to complete job-specific privacy training

Thank you for completing JobX Training for WS students!

Remember, this is your opportunity to gain valuable work experience, to expand your skill set, and to grow as an employee....you'll get out of it what you put into it. So work hard, have fun, be professional, and feel free to contact us if you need any assistance!

We appreciate your interest in the WS Program, and we look forward to working with you!