JobX Training for WS Students

Academic Year 2019-20

Office of Scholarships & Student Aid
University of North Carolina at Chapel Hill
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
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.
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](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](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.
Click on the “Find a Job” Link to search for open positions.
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.

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.
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.

<table>
<thead>
<tr>
<th>Laboratory Assistant</th>
<th>Employer: Biology</th>
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<tbody>
<tr>
<td>Wage: $10.05/hr to $11.80/hr</td>
<td>Category: In-Person: Research (IRIS)</td>
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<tr>
<td>Openings: 2</td>
<td>Job Type: On-Campus (Federal Work-Study)</td>
</tr>
<tr>
<td>Listed: 06/23/2020</td>
<td>Location: 320 Coker Hall</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Research Assist</th>
<th>Employer: Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage: $8.30/hr to $10.05/hr</td>
<td>Category: In-Person: Research (IRIS)</td>
</tr>
<tr>
<td>Openings: 4</td>
<td>Job Type: On-Campus (Federal Work-Study)</td>
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<tr>
<td>Listed: 06/11/2020</td>
<td>Location: 623 Fordham Hall</td>
</tr>
</tbody>
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<td>Listed: 06/11/2020</td>
<td>Location: 622 Fordham Hall CB#3280</td>
</tr>
</tbody>
</table>
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** | 5387 |
| **Job Type** | On-Campus |
| **Employer** | School of Education |
| **Date Posted** | Dec 15, 2016 |
| **Category** | Tutoring |

**Job Description**

- 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.

To learn more about the program, visit [http://americareads.webunc.edu](http://americareads.webunc.edu)

**Job Requirements**

- 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** | LauraBl@emailunc.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.
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.

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: Roy
- Middle name: a
- Last name: Rogers1
- Student PID Number: 11111111
- Email (You must enter your UNC institutional e-mail address.): royrogers1@ngwebsolutions.com
- Year in School: Please select ▼
- Intended Major:

What is your interest in tutoring math?

What is your interest in literacy tutoring?

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.

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

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

***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.
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

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.
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 Subscription” 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.

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.
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.
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 3rd 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!

The Work-Study Team
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