



Next Gen Web Solutions Student Employment

Off Campus Employer Training Template

Student Employment - JobX

JobX = Total Solution

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.

Student Employment - JobX

JobX Benefits for Employers:

- Job posting control
- Custom applications
- E-mail alerts
- Streamlined hiring
- Broadcast e-mail tools for student communication

School Specific

- You site has YOUR School look and feel
- Your site has YOUR School departments
- Your site has been configured to support YOUR School processes

Today's Demo

- Employer posts job
- Employer hires student
- Employer notifies TCNJ Career Center about students hired.



Post A Job

Student Employment Home **Welcome to Student Employment!**

[Students](#)

[On-Campus Employers](#)

[Off-Campus Employers](#)

[Contact Us](#)



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, please [click here](#).

Students

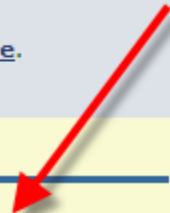
Search for a great job or sign up for e-mail notification about positions you're interested in!

On-Campus Employers

Post available positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips.

Off-Campus Employers

Off-Campus employers may post Federal Work Study job opportunities for students. However, Off-Campus employers must submit a contract to participate in the Campus Employment: Off-Campus Program.



1. Navigate to <https://tcnj.studentemployment.ngwebsolutions.com>
2. Click 'Off-Campus Employers'

Post an 'Off Campus' Federal Work Study (FWS) Job

The screenshot shows the 'Off-Campus Employer Home Page' of The College of New Jersey. The page is divided into several sections. On the left, there is a navigation menu with links for 'Student Employment Home', 'Off-Campus Employers', 'Post Off Campus FWS Job', 'Contact Us', and 'Log Out'. A red arrow points from the 'Post Off Campus FWS Job' link to the corresponding section on the right. The main content area is titled 'Off-Campus Employer Home Page' and contains several sections: 'Student Employment News' with a welcome message and instructions; 'Suggestion Box' for user feedback; 'FWS Jobs' section with a description of the program; 'TCNJ Community Federal Work-Study Agreement' with a login link; 'Forms & Information' for general posting details; and 'Post an Off Campus FWS Job' which includes instructions for employers and a link to 'Tell us who you Hired!'.

Student Employment Home

Off-Campus Employers

[Post Off Campus FWS Job](#)

[Contact Us](#)

[Log Out](#)

Student Employment News

Welcome to the Student Employment website!

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

Suggestion Box

Send us your suggestions, ideas, or concerns!

Off-Campus Employer Home Page

FWS Jobs

Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial need. To become an Off-Campus FWS Employer, agencies must complete a Community Federal Work-Study Agreement in order to be approved by the College of New Jersey Career Services Office.

TCNJ Community Federal Work-Study Agreement

Login to post jobs, hire students, and access student applications.

Forms & Information

General information about posting jobs, reporting hires, and more.

Non-FWS, off-campus employers can post job listings with our office through this Web site. Students will be instructed to contact you directly with job inquiries. Job postings will be removed automatically after a set period of time.

Post an Off Campus FWS Job

Off Campus FWS employers may post job listings without registering for an account.

Tell us who you Hired!

Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

Click on the 'Post an Off Campus FWS Job'.

The College of New Jersey

Submit Off-campus Job Listing

If you are looking for part-time work from our students, posting your job here is a great way to get their attention. Once approved, your job will be posted for the number of days you specify. Students who are interested in your offering will contact you directly.

Part 1. Tell us about yourself.

Your Name:

Your Organization or Company:

Your Email Address:

Your Phone Number:

Your Fax Number:

Work Location:

Part 2. Please describe the job you are offering.

Job Title:

Hours Per Week:

Job Description:

Job Requirements:

Part 3. Please provide additional information about the job you are offering.

Time Frame:

Open Positions:

Start Date:

End Date:

Days To List:

Comments when Requesting Job:

Part 4. Disclaimer.

I agree to the following ...

When you are ready for the next step...

The College of New Jersey 2009 Pennington Road, Spring, NJ 08628-0118 609-771-1925 Contact | Disclaimer | Student Services Information

1. Complete the Form. Please Note: The following information is required:

- **Your Name**
- **Company Name**
- **Job Title**
- **Job Description**
- **Job Requirements**
- **Timeframe**

2. Click 'Submit' to send your request to TCNJ Career Center

 The College of New Jersey

[Student Employment Home](#) **Wait! You're not done yet.**

[Off-Campus Employers](#) Below is an example of how your listing may appear on the site if it is approved. We retain the right to make any changes to your job posting at our discretion.

[Post Off Campus FWS Job](#)

[Contact Us](#)

[Log Out](#)

Test Off Campus FWS Job	
Job ID	4273
Job Type	Campus Employment - Off Campus
Employer Name	Test Company
Category	
Job Description	Test
Job Requirements	Test
Hours	15.0 hours per week
Compensation	
Time Frame	Academic Year
Contact Name	Test Employer Name
Email Address	taige.haines@comcast.net
Work Location	
Phone Number	
Fax Number	

Do you need to make a change?

If you don't need to make any changes, click here:

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1. Please review your job details for accuracy.
2. Click 'Edit Information' button if you need to correct any data.
3. Click 'I'm Finished' button if your job detail is accurate.

 The College of New Jersey

[Student Employment Home](#) **Congratulations!** Your job request has been submitted and will be reviewed as soon as possible.

[Off-Campus Employers](#)

[Post Off Campus FWS Job](#)


[Contact Us](#)

[Log Out](#)

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From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: RE: Test Off Campus FWS Job

I am happy to report your 'Test Off Campus FWS Job' has been approved.

Your Job reference # is: 4576. 

Please retain this email as you will need to provide the Job Reference # provided above when reporting student hire information to TCNJ.

Have a great day.
TCNJ Career Services Office

THE TCNJ CAREER SERVICES OFFICE WILL CONTACT YOU WHEN YOUR JOB HAS BEEN APPROVED, AND THEN YOU WILL BE REQUIRED TO COMPLETE THE COMMUNITY FEDERAL WORKSTUDY AGREEMENT WHICH MUST BE RECEIVED BEFORE THE POSITION GOES LIVE TO STUDENTS

Important Note: Please retain this email as you will need to refer to the Job Reference # when notifying TCNJ Career Center about any student hires.



[Student Employment Home](#)

[Off-Campus Employers](#)

[Post Off Campus FWS Job](#)

[Contact Us](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

Student Employment News

Welcome to the Student Employment website!

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.



Suggestion Box

Send us your suggestions, ideas, or concerns!

Off-Campus Employer Home Page

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[TCNJ Community Federal Work-Study Agreement](#)

Login to post jobs, hire students, and access student applications.



[Forms & Information](#)

General information about posting jobs, reporting hires, and more.

[Disclaimer](#)

[12-13 Payroll Schedule](#)

[Off Campus Employer Training Document](#)



[Post an Off Campus FWS Job](#)

Off Campus FWS employers may post job listings without registering for an account.

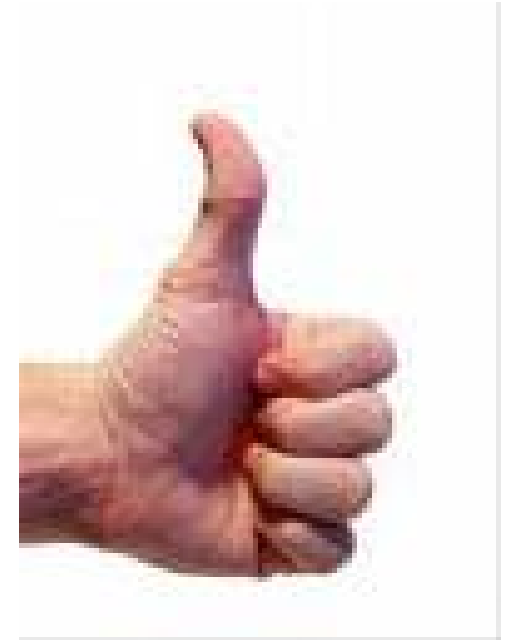
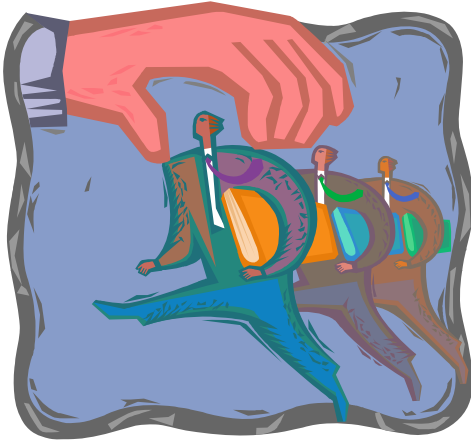


[Tell us who you Hired!](#)

Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

**FILL OUT THE “TCNJ COMMUNITY FEDERAL WORK-STUDY AGREEMENT”
AND RETURN TO THE TCNJ CAREER CENTER.**

**How do I notify TCNJ
Career Center when I
have hired a student?**



The College of New Jersey

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2. Click 'Off-Campus Employers'
3. Click on the 'Tell us who you Hired!' link.

Complete the TCNJ Hire Form

 The College of New Jersey

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[Off-Campus Employers](#)
[Contact Us](#)

Tell Us Who You Hired!

Thank you for using The College of New Jersey Job Posting Solution

We are interested to hear your experience with our system.
Please give us feedback on the success of your job posting.

1. Your Name

2. Your Email Address

3. Did you receive applicants to your job as a result of your posting on the on-line Job Posting? (How many?)

4. Would you use our system again?
 Yes No

5. Do you have any suggestions and/or other comments on our system?

6. What is the name of your Business/Organization?

7. What is the Job Title of the job you posted on the The College of New Jersey job posting solution?

8. What is the Job ID of the job that you posted on The College of New Jersey job posting solution? (To obtain the Job ID, please refer to the Job Approval email you received for TCNJ)

9. What is the name of the individual you hired utilizing The College of New Jersey on-line posting solution?

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1. Update all fields listed above in the TCNJ Hire Form.
2. For question #8, please refer to the email sent from TCNJ Career Center when this particular job was approved to get the Job Reference # for this student's job.
3. Lastly, click the 'Send Message' button.

[Student Employment Home](#)

Thank You

[Students](#)

Thank you for your submission. We hope you will use The College of New Jersey on-line job posting solution in the future!

[On-Campus Employers](#)

[Off-Campus Employers](#)

[Submit Simple Hire Request](#)

[Contact Us](#)

[\[Edit this Nav Bar \]](#)

Your hire has been successfully received!

WE'RE FINISHED!



QUESTIONS ?

