



# Student Employment

## Student Training

Note: This is a template that can be utilized to create your own institutional specific Student Employment Student Training presentation.

We strongly recommend that you walk thru this documented step-by-step training documentation and customize to fit your specific processes and needs.



# 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 Students:

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Eliminated paper forms
- Job search skills development



## **Institutional Specific**

- Your site has YOUR Institution's look and feel
- Your site has YOUR Institution's departments.
- Your site is configured to YOUR Institution's processes.



## Today's Demo

- Student finds and applies for job
- Employer hires student (implied)

## Find A Job



 The College of New Jersey

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 'Students'

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## TCNJ Student Employment Resource Page

[Job Seekers](#)

[Current Employees](#)

### [Student Employment Guidelines](#)

#### [Find a Job](#)

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

#### [12-13 Payroll Schedule](#)

#### [I-9 Form Required!](#)

You must come to the Career Center, Roscoe West Hall 102, and complete the Federal I-9 form. This form only needs to be filled out once during your student employment career.

#### [Frequently Asked Questions](#)

Learn more about how **TCNJ** student employment works.

#### [Sign up for Direct Deposit today!](#)

Have your check electronically deposited into your personal checking or savings account.

1. Click 'Find a Job'



## Quick Search: A search containing pre-defined criteria

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Open Jobs | Plan Future Work Experiences

Select a quick search.

[Campus Employment - On Campus Jobs](#)      [Campus Employment - Off Campus Jobs](#)

[On Campus - Summer Jobs](#)      [Show All Active Jobs](#)

[Off Campus FWS Jobs](#)      [25 Most Recently Posted Jobs](#)

[Summer Jobs](#)

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
:: Campus Employment - On Campus	9	23	4
:: Campus Employment - Off Campus	2	5	2
:: On Campus Summer Jobs	1	2	1
:: Total	12	30	7

1. Click the specific 'Quick Search' you would like to utilize to find a job.
2. Otherwise, click 'Advanced Search' to define your own criteria

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Show All Active Jobs

Job Title	Employer	Category
Attention Students:		
Your first step is to read the Student Qualifications and Responsibilities For Student Employment		
Students' Qualifications and Responsibilities for Student Employment		
Student employment jobs go live August 1st of each academic year. They are limited in number and go quickly. Students must apply ASAP after the "go live date". The Career Center is not responsible for availability by the time a student applies. To be eligible for student employment the criteria below must be met:		
Undergraduate students must be enrolled in at least 2 units during the academic year and graduate students must be enrolled in at least two classes (if credits) and are limited to TCNJ students ONLY. Summer employment is open to non-TCNJ students but the individual must be a enrolled in a secondary or post-secondary institution at the time of acceptance to the position or for the following academic year.		
If student needs assistance with job placement ideas, visit the Career Center in Roscoe Vest Hall 102.		
Once a student has been hired for a position, to remain employed under the program the student must:		
1. Perform a satisfactory job and cooperate with the particular department's policies and procedures.		
2. Adhere to work schedules. When legitimate excuses exist, student must inform their supervisor.		
3. Inform supervisor of absences in advance if possible. If not, student must inform her/his as early as possible on the day of the absence.		
4. Inform department of any other campus employment.		
5. Work no more than 15 hours per week during the academic year or 40 hours during the summer in total on-campus employment. Ensure that total hours do not exceed the aforementioned limits.		
6. Notify the Career Center when intending to terminate employment.		
If a student fails to work and adhere to the good job practices stated above, the student's employment may be terminated.		
<input type="button" value="I Agree"/>		
Attention Students:		
Your first step is to read the Student Qualifications and Responsibilities For Student Employment		
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1. In order to view all available jobs, you will need to click the "I agree" button after reviewing the Job Disclaimer.
2. Click the Job Title to view details
3. To start another search, click 'Run a New Search', located under the search results

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Show All Active Jobs

Job Title	Employer	Category
Campus Employment - On Campus		
Job Title		
Desk Assistant	Residence Life (24-12-0205-00000)	
Desk Assistant	Residence Life (24-12-0205-00000)	
Desk Assistant	Residence Life (24-12-0205-00000)	
Oral proficiency leaders	Modern Languages (10-01-1113)	
test	Career Services (10-06-5200)	
Test 2 Tuesday	Career Services (10-06-5200)	
Test Campus employment on Campus Job Career serv. wkacc 1123-11	Career Services (10-06-5200)	
Ticket boot	Athletic/Inst/Dept (10-06-8100)	
Trainimo Test Job	Career Services (10-06-5200)	
Campus Employment - Off Campus		
Job Title		
Test Off Campus FWS Job	Off Campus Career Services (10-06-5200)	
Test Urban Promise Trenton Job 1120-11	test Boys & Girls Club of Trenton (Account Code Not Listed)	Clerical
On Campus Summer Jobs		
Job Title		
summer clean up	Career Services (Acct Code Not Listed)	

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**Job Details**

[Find a Job](#)

[\[Return to search results\]](#)

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Test 2 Tuesday	
<a href="#">Click here to apply for this job</a>	
Job ID	4268
Job Type	Campus Employment - On Campus
Employer	Career Services (10-06-5200)
Date Posted	Dec 05, 2011
Job Description	office assistant
Job Requirements	TCNJ student
Available Openings	2
Hours	15.0 hours per week
Time Frame	Academic Year
Contact Name	Vilja Test On Campus Employer
Contact Email	N/A
Work Location	Roscoe West Hall
Phone	N/A
Fax	N/A

1. Click the 'Click here to apply for this job' link
2. To return to the search results, click 'Return to search results'
3. To view additional help information, click the 'i'

**TCNJ** The College of New Jersey

[Student Employment Home](#) Please enter your TCNJ institutional Email Address below.  
TCNJ Institutional Email Address:

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1. If the job you would like to apply for requires a TCNJ Student Validation, please enter you “TCNJ Student Email Address” and click “Validate Student Status”
2. If you pass the TCNJ Student Validation, you will be allowed to apply for the job. Otherwise, you will not be allowed to apply for the job.
3. Please Note: If the job you would like to apply for does NOT require a TCNJ Student Validation, you will be allowed to proceed immediately to the next step and apply for the job.

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### Apply To Job

For: Test 2 Tuesday

Please complete the application below, then click the "Submit Application" 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.**

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

6. Student Major

7. Cell phone number

Submit Application

1. Fill out the questions on the application
2. Use your TCNJ institutional e-mail address and Student ID

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**Add A Resume to your Application.**


You may choose to add a resume to your application. Click browse below to find the file on your computer. Then click **Submit** to send the file

Resume Document Upload. (Word, PDF, or text file)

- or if you do not wish to upload your resume, please click NEXT to continue.

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1. If you wish to upload a resume for the employer to review, please browse to that file on your computer, click 'Submit', then click 'Next'.
2. If you do NOT wish to upload a resume, just click the 'Next' button.

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[Student Employment Home](#)    **Congratulations!** Your application has been submitted.

[Find a Job](#)    [\[View Printable Version\]](#)

[Job Planner](#)    Application Date: 03/16/2012

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<b>1. First Name</b>	Ted
<b>2. Middle Name</b>	
<b>3. Last Name</b>	Rogers2
<b>4. E-mail Address</b>	tedrogers2@tcnj.edu
<b>5. Student ID</b>	22222222
<b>6. Student Major</b>	BIOL_BS_05 Biology - 7 Year Pre Med
<b>7. Cell phone number</b>	904-555-1212
Resume Submitted: No	

**To print your application, click ‘View Printable Version’**


[\[ Print This Window \]](#)   [\[ Close This Window \]](#)

Application Date: 10/22/2007

<b>1. First Name</b>
Tim
<b>2. Middle Name</b>
<b>3. Last Name</b>
Pettus
<b>4. E-mail Address</b>
pettusta@gmail.com
<b>5. Student ID</b>
tp5596237
<b>6. Would you consider speaking at information sessions?</b>
Yes

**Click 'Print This Window'**



 **The College of New Jersey**

[Student Employment Home](#)    **Congratulations!** Your application has been submitted.

[Find a Job](#)    [\[View Printable Version\]](#)

[Job Planner](#)    Application Date: 03/16/2012

[Contact Us](#)

[Log Out](#)

<b>1. First Name</b>	Ted
<b>2. Middle Name</b>	
<b>3. Last Name</b>	Rogers2
<b>4. E-mail Address</b>	tedrogers2@tcnj.edu
<b>5. Student ID</b>	22222222
<b>6. Student Major</b>	BIOL_BS_05 Biology - 7 Year Pre Med
<b>7. Cell phone number</b>	904-555-1212
<b>Resume Submitted:</b>	No

**To continue without printing, click 'Student Employment Home' on the NavBar**



**You're Hired!**

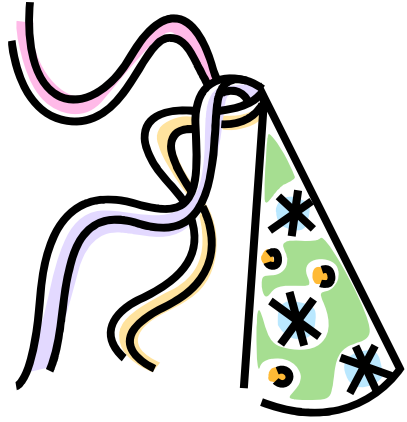
**Now what do you do?**





## Next Steps After Being Hired...

1. Students fill out and sign time sheets with Employer.
2. Students get paid every two weeks (refer to payroll calendar)
3. Students are encouraged to sign up for direct deposit, if they do not they must pick up checks in person from payroll.
4. Community Federal Work Study Students working off campus must pick up time sheets at the Career Center in Roscoe West 102.
5. Always remember that TCNJ Student Employment is a REAL job and always treated as such!
6. Have a great experience!



**CONGRATULATIONS!**

