Student Employment

Student Training
Student Employment - JobX

JobX Benefits for Students:

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Job search skills development
Today’s Demo

- Student finds and applies for job
- Employer hires student (implied)
Find A Job
1. Navigate to https://nvcc.studentemployment.ngwebsolutions.com
2. Click ‘Students’
1. Click ‘Find A Job’
Quick Search: A search containing pre-defined criteria

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
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. For help, click the ‘i’.
4. To start another search, click ‘Run a New Search’, located under the search results.
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’
1. Enter your “NOVA Student Id” and click “Check for Award”

2. If you have been awarded and accepted a Federal Work Study award, you will be allowed to apply for the job. Otherwise, you will not be allowed to apply for the job.
Apply To Job
For: test 070810

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.

<table>
<thead>
<tr>
<th>1. First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>2. Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3. Last Name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>4. E-mail Address</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Student ID</th>
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</table>

1. **Fill out the questions on the application**
2. **Use your institutional e-mail address and NOVA Student ID**
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.
To print your application, click ‘View Printable Version’
Application Date: 10/22/2007

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Name</td>
<td>Tim</td>
</tr>
<tr>
<td>2. Middle Name</td>
<td>Pettus</td>
</tr>
<tr>
<td>3. Last Name</td>
<td></td>
</tr>
<tr>
<td>4. E-mail Address</td>
<td><a href="mailto:pettusta@gmail.com">pettusta@gmail.com</a></td>
</tr>
<tr>
<td>5. Student ID</td>
<td>tp5596237</td>
</tr>
<tr>
<td>6. Would you consider speaking at information sessions?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Congratulations! Your application has been submitted.

Application Date: 07/27/2010

1. First Name: Test
2. Middle Name: 
3. Last Name: Student
4. E-mail Address: test.student@valenciacc.edu
5. Student ID: V01234567

Job ID: 4228
Job Type: On-Campus FWS Jobs
Date Posted: 07/25/2010

To continue without printing, click ‘Student Employment Home’ on the NavBar
Sign Up For JobMail
1. Navigate to https://nvcc.studentemployment.ngwebsolutions.com
2. Click on the “Students” link
3. Click on ‘Sign up for JobMail’
1. Click on the ‘Click here to create a new account’ link.
1. Update the E-mail address field with your NOVA institutional e-mail address. Please do not utilize a personal e-mail address.

2. Update your First Name, Last Name, NOVA Student ID and Anticipated Grad Year and click ‘Submit’.
Click ‘Add New Subscription’
1. Click ‘View/Modify’ to add preferences for each criteria
2. You may set search criteria for Employers, Job Categories, and Campus.
Click ‘add’ next to each item you wish to add to your search.
Your results will appear in the top under ‘Selected Items’.
When finished adding search criteria, click ‘Done’
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.

Save Subscription(s)  Changes must be saved to take effect.

On-Campus FWS Jobs  [ Add New Subscription ]

Subscription

» Employer  2 selected  modified
» Category  0 selected
» Campus  0 selected

Save Subscription(s)  Changes must be saved to take effect.

Click ‘Save Subscription(s)’ to save your subscription
If you would like to add information about yourself, click ‘Edit My Profile’
To edit your biographical information, click ‘Update User Info and Password’

<table>
<thead>
<tr>
<th>Personal User Info</th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Taylor</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Hanes</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td></td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
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<tr>
<td>State</td>
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<tr>
<td>Zip Code</td>
<td></td>
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<tr>
<td>Phone</td>
<td></td>
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<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td><a href="#">Update User Info and Password</a></td>
<td></td>
</tr>
</tbody>
</table>
1. Update your profile, as needed, and click ‘Save’

2. To update your Anticipated Grad Date, click on the ‘Edit Info’ link

3. To return to the Student Employment Home page, click the link in the NavBar.
You’re Hired!

Now what do you do?
1. Click on Student
2. Click on “Orientation”
**Step One** view the NVCC Training PowerPoint presentation. **Step Two** print and complete the FWS Rights Responsibilities. **Step Three** Complete the FERPA form. Once completed, have your supervisor make a copy so that you and your supervisor will have a copy for your records. **Click on** Student Employment Home.
Welcome to Northern Virginia’s Student Employment!

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 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.

Federal Work-Study Resource Page

Job Seekers

Orientation
You must view the orientation information and complete the PWS Rights and Responsibilities and FERPA forms before accepting your first PWS assignment.

2010-2011 Payroll Schedule
Check your timesheet due dates and the dates your checks will be issued.

Forms and Information
Read the information and download all the required hiring forms. Complete the hiring forms and submit to campus work-study coordinators.

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

Sign up for JobMail
Be the first to know when jobs matching your criteria become available.

Current Employees

On-Campus Student Employee’s Information
Review the On-Campus Student Employee’s Information, Non-Discrimination Policy, Student Employee Definition, and other important On-Campus employment details.

Off-Campus Student Employee’s Information
Review the Off-Campus Student Employee’s Information, Non-Discrimination Policy, Student Employee Definition, and other important Off-Campus employment details.

Click on Students to return back to the Federal Work-Study Resource Page.

Click on Forms and Information.
5. Read the information and print all of the required forms to be completed before you start working. Work with your supervisor and campus work-study coordinator to complete all the required forms.

6. Once you show up on your supervisor's managers workbench in Denosys, your supervisor will contact you and you may begin working.
CONGRATULATIONS!