

# Next Gen Web Solutions Student Employment

**On 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









- 1. Navigate to <a href="https://newpaltz.studentemployment.ngwebsolutions.com/Cmx\_Content.aspx?cpId=8">https://newpaltz.studentemployment.ngwebsolutions.com/Cmx\_Content.aspx?cpId=8</a>
- 2. Click 'Log-in to JobX'





#### Login

The page you are attempting to access requires you to log in. Your user ID is your New Paltz Computer User ID (NPCUID), which is the same user ID you use to access computing services including my.newpaltz.edu, campus E-mail, Blackboard, computer labs, administrative networks and applications, the campus wireless network and more.

User ID	
Password	
Log In	Don't know user ID or password?

- 1. If your New Paltz Computer User ID (NPCUID) in the "Username" field. This is the same username you use to log into my.newpaltz.edu.
- 2. Enter your NPCUID password in the "Password" field.
- 3. Press the "Log In" button.





- 1. If you only have posting permissions for one department, you will not see a 'Filter Employers' box. This only appears when you have posting permissions for more than one department.
- 2. If you have posting permissions for more than one department, you must select the department for which you want to post a job. If not, proceed to the next slide.





Student Employment Home	Welcome, NextGen TestSupervisor :: Friday, August 10, 2012
My Control Panel	Employer Filter: [show/hide]
Hiring Archive	<ul> <li>Only show "my" jobs</li> <li>Show all jobs within selected employer(s)</li> </ul>
Log Out	Add a new job for FINANCIAL AID
	Job Status Filter: [show/hide]
	View Listed Jobs (0)
	View Jobs Pending Approval (1)
	View Jobs in Review Mode (0)
	View Jobs in Storage Mode (0)
	Pelete     Export     Print   Select Action Below     Apply Action
	Select All / De-Select All Show 25 - results per page 1 to 1 of 1   << < >>>
	PENDING APPROVAL – Jobs Currently Pending Administrator Approval

1. Click 'Add a new job...'



#### "Add A Job" Process



Job Title Example: Front Desk Receptioninst	
Job Description Please be as detailed as possible.	
Job Requirements Please be as detailed as possible.	
Number of Available Openings	
Hours per Week	15.0 🕶 to Same 🕶
Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").	
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	
Time Frame <u>«?»</u>	Choose one 💌

- 1. Enter job title, description and job requirements
- 2. Enter the number of available openings
- 3. Enter the range of hours per week that will be worked
- 4. Enter a Start Date and End Date for the job. You may enter text instead of a date (i.e. ASAP, End of Year, etc.)
- 5. Select the timeframe for the job.



#### "Add A Job" Process – Continued

Base pay rate: Choose one	•
Every job must have one primary contact number of secondary contact people.	person (the next question). It may also have any
Contact Person «?»	Choose one
Secondary Contact People «?»	Lisa Carpino Maureen Lohan-Bremer NextGen TestSupervisor
Phone Number Leave blank if you do not wish students to see this information.	
Fax Number Leave blank if you do not wish students to see this information.	
Email Address Leave blank if you do not wish students to see this information.	
Location	
Do you wish to collect online applications for this Yes	s job?

- 1. Select the Base Pay Rate.
- 2. Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.
- 3. If you wish to designate a secondary contact, select the person's name from the list and click the
- 4. 'Add >>>' button.
- 5. You may optionally enter a Phone Number, Fax Number, E-Mail Address, and a Work Location.
- 6. If you'd like to receive on-line applications for this job, click the "yes" radio button, otherwise, select "no".
- 6. Lastly, click 'Submit' to continue.



# How to add a new question to the institutional default job application

You may add questions to the institutional default application, if approved by the site administrator, to ensure you get the best candidate for your job.

To do so, select a type of question from the drop down menu (i.e. Single Line question, Multiple Line Question, Single Choice, Multiple Choice, or Section Heading) and click "Insert".

Note: For single or multiple choice questions, please ensure the options (i.e. yes or no for a single choice question) are commaseparated.

When you are completed with managing the application, click the "Click here when finished" button.

New Paltz		
	Inder Englishered Hone My Control Runel Hing Archive Lag Dut	You are adding a brand new job to the web site. >>Step 1: Suppl' Jab Profile >> Step 2: Review Neb Application >> Step 3: Go Live The job data was successfully saved. However, the job is not posted application below and edit it to your preferences. Pending Job Application - FTMAINCIAL AD - Tes Job - 081012 d'you are ready. Click Mere when finished Net: - They hold the met and the sub- one of the sub- of the met and the sub- of the web site.  I. First Time  I. Hiddle Name
		3. Lest Kame 4. E-mail Address 5. Student ID 6. Cell Phone Number 7. Class Standing Croose one
		9. Please provide your available times to work.  10. Please list your qualifications for this job.  11. Describe any previous work experience you may have.  EdR Delete
		EdR Dieles Inset: New Clement: Single Line • Inset: List three (3) references below. Please include Till Nome, Please Number, and their relationship to you. 12. Reference #1 13. Reference #2
		14. Reference #3 Insert: New Element: Single Line





Student Employment Home	You are adding a brand new job to the web site.						
	>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live						
My Control Panel							
Hiring Archive	FINANCIAL AID - Test Job - 081012						
Log Out	Your job will be approved by an administrator before it can be posted. Please choose an option.						
	1. When do you want the job to be reviewed for approval? As soon as possible						
	<ol> <li>Do you want the job listed immediately after it is approved?</li> <li>Yes, immediately</li> </ol>						
	3. Do you want JobMail to be sent when the job is listed? Yes, send JobMail 🔹						
	<ol> <li>For how many days do you want the job to be listed on the site?</li> <li>Until I close the job  </li> </ol>						
	When all the above information looks correct Click here to finish!						

- 1. Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself later'. The job will go to Storage for later review.
- 2. Select "Yes, immediately", from the list on question #2 if you want the job to be listed immediately upon approval.
- 3. If you wish to have a "JobMail" email sent out to all students that have identified attributes about your job that match their job preferences, select, "Yes, send JobMail". Otherwise, select "No".
- 4. For the question, "For how many days do you want the job to be listed on the site?
  - a. If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
  - b. If you want the job to be posted until your close the job, select 'Until I close the job.'
  - c. Click on the "Click here to Finish" button
  - d. Your job will be submitted to the Career Services Office for approval.





Student Employment Home	FINANCIAL AID - Test Job - 081012 Congratulations! Your job is pending approval, then it will be listed.
My Control Panel	What would you like to do now?
Hiring Archive	<ul> <li>View the job details (for printing, etc.)</li> </ul>
	Return to your control panel.
Log Out	

You may either print your job details or click 'Return to your control panel' to view your job.





1. If you want to edit the job or view the job details of the job you just added in the last step, click on the click the 'Job Control Panel' link on the left NavBar.

v Paltz

- 2. Locate the job you wish to edit. It should be in the 'Jobs which are pending approval' queue.
- 3. Click the 'Job Title' to view the job details or click on the "Edit Job" icon to edit the job.





Home

Log Out



- You may edit your job posting, view the application, or request that the 1. job status be changed.
- 2. To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- 3. To edit the application tied to your job, click 'Edit or View Online **Application'.**



From: To: Cc:	
Subject:	RE: Training Test Job
Congratı	alations! Your job has been approved to be listed on the web site.

1. Once your job has been approved by the JobX Administrator, you will receive an email notifying you that your job was approved.







## Your Job Is Approved!





From:	stuempl@tcnj.edu	Sent:	Thu 12/08/2011 3:43
To:			
Cc			
Subject:	Application submitted for your job!		
An appli screen, ti	cation has been submitted by a student for a job you are assigned to. The Career Services office will conduct a pre-screen of all applicants. Upon successful compl he applicant will be moved into your 'Currently Listed Jobs' queue where you can complete your applicant review process.	etion (	of the pre-

- 1. Now that your job is approved, students can begin applying for your job.
- 2. Once a student applies for your job, you will receive an e-mail notification from suckiec@newpaltz.edu. It is recommended that you access JobX daily to complete the applicant review process for any new applicants that arrive in your 'Currently Listed Jobs' queue.



#### **Hire 'Online Applicants' Process**

New I STATE UNIVERSITY O	Paltz DF NEW YORK			
Welcome Neutron Testrumentie	er u Friday, August 10, 2012			1
welcome, NextGen TestSupervis	or :: Friday, August 10, 2012			
Employer Filter: [show/hid Employer	e ]			
Only :	show "my" jobs			
Show	all jobs within selected employer(s)			
Add a new job for FIN	ANCIAL AID			
Job Status Filter: [show/hi	ide ]			
View Listed Jobs (1)				
View Jobs Pending Appro	oval (1) ie (0)			
Delete Export Print		Select Action Below	Apply Action	
Select All / De-Select All	Show 25 - res	ults per page	1 to 2 of 2   << < > >>	1
😂 LISTED – Jobs Currently L	isted with Applicant Data (if appli	cable)		
FINANCIAL AID				
Ref# 2712	Test Job - 081012	1 Applicants (1 New)	Listed: 8/10/2012 🧇 📝 🔒	•
PENDING APPROVAL – Jo	bs Currently Pending Administrato	r Approval		
FINANCIAL AID				
Ref# 2644	test	0 Applicants (0 New)	🧼 🖓 🛃 🕹	

- 1. You may hire a student from an online application submitted.
- 2. To hire a student that applied online, click the 'View Applicants' link next to the job found in the 'Currently Listed Jobs' queue.





Student Employment Home	View Job A	View Job Applications - FINANCIAL AID - Test Job - 081012							
My Control Panel	The list below of application by of affecting the "N	he list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.							
Hiring Archive	Greeting Reje	Greeting Rejection							
Log Out									
	Applications								
	App Dat	e Last Name	First Name	E-mail	Preview	Viellire	Reitore	P	
	New! 08-10-20	12 Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View Hire	Resume	Ρ	

Click 'View' next to the student's name to review the application. If the student has provided a resume, click on the "Resume" link next to their name. If the student has not provided a resume, "Not Applicable" or N/A will be present in this field.







## How do I reject a student?





L

Student Employment Home	View	View Job Applications - FINANCIAL AID - Test Job - 081012								
My Control Panel	The list applicat affectin	The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.								
Hiring Archive	Greetin	Greeting Rejection								
Log Out					1					
	Appli	Applications								
		App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	P
	New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	P

#### After selecting view applicants, click the 'Rejection' link.





Student Employment Home	Job Application - FINANCIAL AID - Test Job - 081012						
My Control Panel Hiring Archive Log Out	Click here to return to reviewing applications. Suggested use: To inform students that they did not get this job. Do <b>NOT</b> use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.						
	Email Applicants - Rejection						
	То	Default: No applicants selected. You must select recipients. New! $ earrow! Default: No applicants selected. You must select recipients. Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com:$					
	From	testsupervisor@ngwebsolutions.com					
	Subject	Job: Test Job - 081012 - Not Available					
	Body	You recently submitted an on-line application for the Test Job - 081012 job opening. I regret to inform you that the position is going to be filled by another applicant. Thank you very much for your interest in the position.					
	Send Cancel						

This feature is utilized to inform the specific students that they did not get this job. If more than one student has been selected, individual e-mails will be sent to each student selected. Note: Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

You may change the text in the body of the e-mail, then click on the "Send" button.





#### How do I contact a Student if I wish to set up an interview?







Student Employment Home	View	ew Job Applications - FINANCIAL AID - Test Job - 081012								
My Control Panel	The list applicat affecting	The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.								
Hiring Archive	Greetin	Greeting Rejection								
Log Out	7									
	Appli	cations								
		App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	$\rho$
	New!	08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	p

After selecting view applicants, click 'Greetings' next to the E-mail Applicants section.





Student Employment Home	Job Applic	ation - Financial Aid Dist Off/Awards - Answering phones				
System Admin Home	<u>Click here t</u>	<u>Click here to return to reviewing applications.</u>				
JobX Admin Home	Suggested u	use: To set up interview schedules.				
Job Control Panel	Do <b>NOT</b> use you will be a	Do <b>NOT</b> use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.				
Review Student Resumes						
Log Out	Email Ap	plicants - Greeting				
[ Edit this Nav Bar ]	То	Default: Applicants selected if not greeted or rejected.         New!       Image: Student, Test         Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.         Example: Joe@yahoo.com, Mary@hotmail.com				
	From	taige.haines@ngwebsolutions.com				
	Subject	Job: Answering phones				
		am interested in meeting with you to discuss your interest in				

This feature is utilized to set up interview schedules. Note: Do NOT use this function for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

You may change the text in the body of the e-mail, then click on the "Send" button.







## How do I hire a Student?







	1									
Student Employment Home	Vie	View Job Applications - FINANCIAL AID - Test Job - 081012								
My Control Panel	The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.									
Hiring Archive	Greeting Rejection									
Log Out										
Applications										
		App Date	Last Name	First Name	E-mail	Preview	View	Hi	Resume	P
	Ne	w! 08-10-2012	Rogers1	Roy	royrogers1@ngwebsolutions.com	Preview	View	Hire	Resume	$\mathcal{P}$

If you wish to hire the student, click 'Hire' next to their name.





Student Employment	Fill the job "Test	Job - 081012"					
nome	There are <b>5</b> openings f	There are <b>5</b> openings for this position. Please select 5 or fewer applicants to fill this job.					
My Control Panel							
Hiring Archive							
	Hire On-line	Hire candidates who	did not apply Op	line			
Log Out	Applicants	The candidates who		inte.			
	Roy Rogers1	First Name	Middle Initial	Last Name			
		1.					
		2.					
		3.					
		4.					
		5.					
		Go to stop 2					

- 1. For students that apply on-line, the student's name is automatically selected for you.
- 2. Click 'Go to step 2' to continue.





Student Employment Home	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012			
My Control Panel				
Hiring Archive	Student Roy Rogers1	Enter ID:		
Log Out	Check Student ID			

- 1. The student's TCNJ email address provided by the student in their job application will be defaulted into the 'Enter Email Address' field.
- 2. Click 'Check Email Address' to verify the correct student is selected.



	New Paltz State University of New York
Student Employment Home My Control Panel Hiring Archive Log Out	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012  Student Enter ID: Roy Rogers1 11111111 Check Student ID
	Student Validation Lookup Results         Roy Rogers1:         Image: Continue in the image: Continu
	© 2012 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561 See also: additional mailing addresses and directions to the college Copyright/Trademark

The system will validate the individual's work eligibility information to ensure they have completed all the necessary information required by SUNY- New Paltz. If the individual does not meet the minimum requirements, the system will prevent the individual from being hired and the employer will need to click the "Cancel" button.

Otherwise, if the individual has met the minimum requirements, the system will allow the employer to click the "Continue" button.





Student Employment Home	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012	
My Control Panel	Please fill out hire info for this student.	
Hiring Archive	Student First Name	Roy
Log Out	Student Middle Name	
	Student Last Name	Rogers1
	Student ID number	111111111
	Email Address of Student Hired	royrogers1@ngwebsolutions.com
	Wage which will be paid student	7.25
	Hours per week	10.0
	Estimated Employment Start Date (mm/dd/yyyy)	08-01-2012
	Estimated Employment End Date (mm/dd/yyyy)	05-31-2013
	Is this a hire or a re-hire?	) Hire 💿 Re-Hire
	Additional Notes	۸ 
	Submit Request	

- Data from the original job listing will be pre-filled in the Hire 1. request form to streamline your hiring process.
- You may edit the information prior to establishing the hire. 2.
- Click on the "Submit Request" button. 3.



	New Paltz State University of New York				
Student Employment Home My Control Panel Hiring Archive Log Out	Your hire request is bieng processed by the Financial Aid Office. Thank You.				
© 2012 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561 See also: additional mailing addresses and directions to the college Copyright/Trademark					
	From: stuempl@tcrij.edu To: Cc:				

Hiring Request Details: Student Name/ID: Frank Rogers3 (<u>frankrogers3@ngwebsolutions.com</u>) Position: Training Test Job Employer Name: Career Services (10-06-5200) Wage: \$11.00 an hour

Regarding recent hire request.

 Your hire request will be sent to a SUNY – New Paltz representative for approval.

Subject:

2. Upon successful approval of your hire request, you will receive a Hire Approval e-mail with the hire related details.







## How do I re-hire a Student?





Job Status I	Filter: [ show/hide	]				
🍪 🗆 Viev	w Listed Jobs (4)					
📋 🗆 Viev	w Jobs Pending Approv	val (1)				
🍼 🗆 Viev	w Jobs in Review Mode	e (0)				
🕞 🗆 Viev	w Jobs in Storage Mod	e (1)				
Delete Evr	ort Brint		Select Action Below	<ul> <li>Apply Action</li> </ul>		
Doioto Exp	Jon Fine					
Select Al	l / De-Select All	Show 25 🔻 results per page		1 to 6 of 6  << < > >>		
😂 LISTED – Jobs Currently Listed with Applicant Data (if applicable)						
ACCOUNTIN	NG					
	Ref# 2627	Test - Work Study Jobs Flow 052912	2 Applicants (2 New)	Listed: 5/29/2012 💞 📝 👪		
	Ref# 2627 Ref# 2643	Test - Work Study Jobs Flow 052912 Test - workstudy job flow 06.11 4	2 Applicants (2 New) 3 Applicants (2 New)	Listed: 5/29/2012 💞 📝 💩		
	Ref# 2627 Ref# 2643 Ref# 2603	Test - Work Study Jobs Flow 052912 Test - workstudy job flow 06.11 TEST JOB - Please don't apply	2 Applicants (2 New) 3 Applicants (2 New) 1 Applicants (1 New)	Listed: 5/29/2012 💞 🗟 💩 Listed: 6/12/2012 🦃 🗟 Listed: 5/17/2012 🦃 🗟		
FINANCIAL	Ref# 2627 Ref# 2643 Ref# 2603 AID	Test - Work Study Jobs Flow 052912 Test - workstudy job flow 06.11 1 TEST JOB - Please don't apply	2 Applicants (2 New) 3 Applicants (2 New) 1 Applicants (1 New)	Listed: 5/29/2012 <table-cell> 2014 Listed: 6/12/2012 <table-cell> 2014 Listed: 5/17/2012 🐼 🗊 🕹</table-cell></table-cell>		
FINANCIAL	Ref# 2627 Ref# 2643 Ref# 2603 AID Ref# 2712	Test - Work Study Jobs Flow 052912 Test - workstudy job flow 06.11.1 TEST JOB - Please don't apply Test Job - 081012	2 Applicants (2 New) 3 Applicants (2 New) 1 Applicants (1 New) 1 Applicants (1 New)	Listed: 5/29/2012 <table-cell> 2012 Listed: 6/12/2012 <table-cell> 2012 Listed: 5/17/2012 <table-cell> 2012 Listed: 8/10/2012 🖓 🗊 💩</table-cell></table-cell></table-cell>		

1. From your Supervisor Control Panel, click on the Job Title link for the job you are going hire a student.



	New Paltz							
Student Employment Home My Control Panel Hiring Archive Log Out	Manage Job           Job Title         Employer         Status           Test Job - 081012         FINANCIAL AID         Listed           Additional details about this job's status:         *         *           * This job is currently listed on the site.         *         *           * It will not de-list until it is manually taken down.         *         *							
	Update Status           Listed         • Current Status - Click to update remaining days listed on site           Review Mode         • Click to change to           Storage         • Click to change to           View Applicants         • Olick to change to           Idea and the storage to the st	Manage Application The pole configured to a Edit, view or remove the Hire Student b Hire a student	olect online applications.		Paltz VY DE NEW YORK			
	Job Type	Work Study Jobs						
	Employer	FINANCIAL AID						
	Job Category	Athletics	Student Employment	Fill the job "Test J	Job - 081012"			
	Job Description	Test	Home					
	Job Requirements	Test		There are <b>4</b> openings for	r this position. Please select 4 or fewer applicants to f	ll this job.		
	Available Openings	4	My Control Panel					
	Available Openings	40.0 hours not used						
	Composition (Composition)	57 Of hours per week	Hiring Archive					
	Compensation	\$7.25mour to \$10.00mour						
	Time Frame	Academic Year	Log Out	There is one pending hir	re for this job.			
	Start Date	Wednesday, August 01, 2012		Student	Status	Cancel Request		
	End Date	Friday, May 31, 2013		Student	Status	Cancer Request		
	Primary Contact	NextGen TestSupervisor		Roy Rogers1	Pending Final	Cancel Request		
	Primary Contact's Email							
	Phone Number							
	Fax number							
	Work Edealion			Hire On-line Applicants		<u>Hire candidates who d</u>	d not apply On	-line.
	© 2012 State University of New York at New Paltz See also: additional mailing addresses an Copyright/Tradema	1 Hawk Drive, New Paltz, NY 1256 I directions to the college rk	1	There are currently no manually.	o applicants for this job. You must write the name(s	in First Name	Middle Initial	Last Name
						1. Teu		Rogers2
						2.		
						3		
						3.		
						4.		
						Go to step 2		
						COLO SLEP Z		
			1	1				

- 1. Click on "Hire a Student".
- 2. Enter the Student's name you wish to re-hire and click "Go to step2"





Student Employment Home	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012				
My Control Panel					
1011 - A. 111	Student	Enter ID:			
Hiring Archive	Ted Rogers2	222222222			
Log Out	Check Student ID				

 Next, enter the student's SUNY – New Paltz Student ID and click the "Check Student ID" button.



	New Paltz				
Student Employment Horne My Control Panel Hirring Archive Log Out	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012 Student Enter ID: Check Student D The Student D				
	Roy Regrets:         Image: The Wey Patz Hire Validation         This student has passed validation and may be hired.         Click the "Continue" button to proceed to the next step.         Continue	Validation Passed - FWS Accepted	Student Employment Home My Control Panel Hiring Archive Log Out	Hire Student(s) Step 2: Fill Out Hire Info For Job: Test Job - 081012 Please fill out hire info for this student. Student First Name Student Middle Name Student ID number Email Address of Student Hired Wage which will be paid student Hours per week Estimated Employment Start Date (mm/dd/yyyy) Is this a hire or a re-hire? Additional Notes	Roy

- 1. The student's hire validation results will be presented. If they pass validation, click the "Continue" button.
- 2. Then, click the re-hire radio button, then click the "Submit Request" button.



 

 Student Employment Home
 Your hire request is bieng processed by the Financial Aid Office. Thank You.

 My Control Panel
 Thank You.

 Hiring Archive
 Ego Out

 Log Out
 Ego 2012 State University of New York at New Paltz. 1 Hawk Drive, New Paltz. IV 12561 See also: additional mailing addresses and directions to the college Coopyright/Tradematics





## Your hire will be immediately reviewed by the Financial Aid Office.



# **WE'RE FINISHED!**



## QUESTIONS 2



Contact Camille Suckie at Phone: (845) 257-3247 or email Camille at suckiec@newpaltz.edu.