

Dynamic Forms Completion – Personal Non Student Form (For Non Students)

Log in to JobX by following the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Home Page > click on **Non-Student Applicants**

The University of Texas
Rio Grande Valley

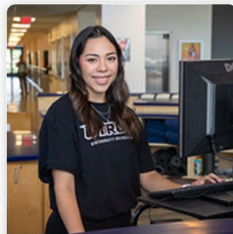
Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal



Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.




Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

Non-Student Applicants > click on **Login to Site**



Employees - JobX -

 **Non-Students Applicants**
Search for a job or sign up for e-mail notifications about positions that interest you.

Information About Us <i>Part Time employment available if not considered student at UTRGV. "If you are a student, please refer to Applicants and Student Employees tab to search for on campus jobs". Student Employment UTRGV</i> Eligibility, qualifications, and options for student employment Click the above link to learn more about employment eligibility, qualifications, and options for non-students. Hiring Process To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.	Onboarding Criminal Background Check (CBC) Click the link above to complete your criminal background check. I-9 Verification Step 1: Complete the application. Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. (Campus Map). Acceptable Documents for I-9 Biographical Form (Link) – only if new hire with UTRGV Forms Click here to review the forms and information required to begin work.	Additional Links FAQs Training Guides and Resources UTRGV Tutorials/ Guides Guides and Resources UTRGV	Site Links Create a Non-Student Account Click above if you are not a Student who needs an account to apply for a job. Login to Site ← Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet. Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application.
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Log in using the **email address** and **password** selected, when creating the non-student account.



Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

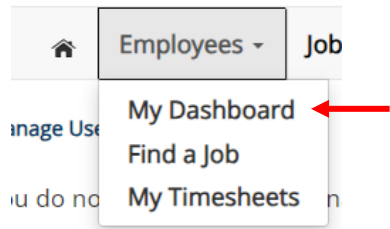
Email Address

Password

←

[Forgot Password?](#) [Employer - Create Account Request](#)

Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the **link**

User Dashboard

Employee Information Applications Job Mail

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Completed	
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	Personal Non Student Form
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Completed / NA	
Voluntary Demographic Form (Student)	Completed / NA	

Once you click on the link, you will reach the **instructions page**. Follow the instructions to complete the required form > once done, click **Next**



First Name:

Last Name:

Employee Email:

Personal Information

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is **voluntary**. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment.

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

Gender:

Ethnicity:

Have you ever been employed by UTRGV or another UT System Institution?

Personal Email (Not UTRGV):

Primary Contact Phone Number

Do you have a U.S. Phone Number?

Education Information

Highest Level of Education Effective Date

What is the highest education level you have achieved?

Next



Emergency Contact

Emergency Contact Name - Full Name:

Emergency Contact Relation:

Emergency Contact Phone Number:

Marital Status:

Previous

Next



Document Library - RGV IPP

In order for The University of Texas System and The University of Texas Rio Grande Valley (UTRGV) to meet its obligations under the Bayh-Dole Act and as a condition of and in consideration for my participation in extramurally-sponsored research or activities at The University of Texas Rio Grande Valley (UTRGV), I hereby agree to the following:

The purpose of this IP Policy Agreement is to carry out the requirements of The University of Texas System Intellectual Property Policy and to comply with the new Bayh-Dole regulations effective May 14, 2018. I also understand that a copy of The University of Texas System Intellectual Property Policy is currently available at:

Please complete and sign the agreement

[here](#)



By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

Previous

Submit Form

PowerForm Signer Information

Instructions

Please enter your name and email to begin the signing process.

Employee

Your Name: *



Your Email: *



BEGIN SIGNING



You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > **sign and date** > click **Submit Form**.

*If you need to return to the instructions page, click **Previous**.*

Document Library - RGV IPP

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By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

[Previous](#)

[Submit Form](#)



Once the form has been submitted, the status will automatically update on **My Dashboard**.

User Dashboard

[Employee Information](#) [Applications](#) [Job Mail](#)

Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA

You have now completed the Personal Non Student Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact studentemployment@utrgv.edu.