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**

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

Log in using the **email address** and **password** selected, when creating the non-student account.

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**

UTRGV

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: * -- Please Select --

Ethnicity * -- Please Select --

Have you ever been employed by UTRGV or another * -- Please Select --
UT System Institution?

Personal Email (Not UTRGV): *

Primary Contact Phone Number

Do you have a U.S. Phone Number? * -- Please Select --

Education Information

Highest Level of Education Effective Date *

What is the highest education level you have achieved? * -- Please Select --

Next ←

Emergency Contact

Emergency Contact Name - Full Name: *[   ]

Emergency Contact Relation: *[   ]

Emergency Contact Phone Number: *[   ]

Marital Status: *[-- Please Select -- ▾]

[Previous] [Next] ⬅
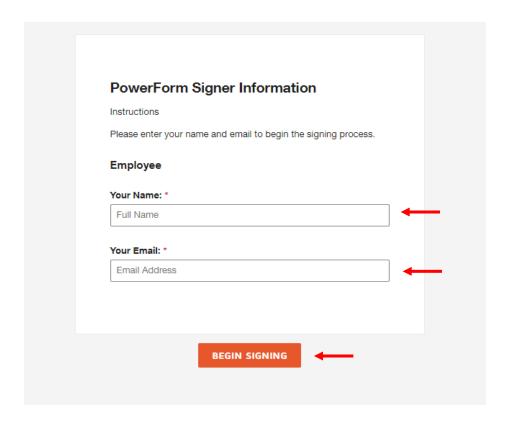

Document Library - RGV IPP

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: *

Full Name

Your Email: *

Email Address

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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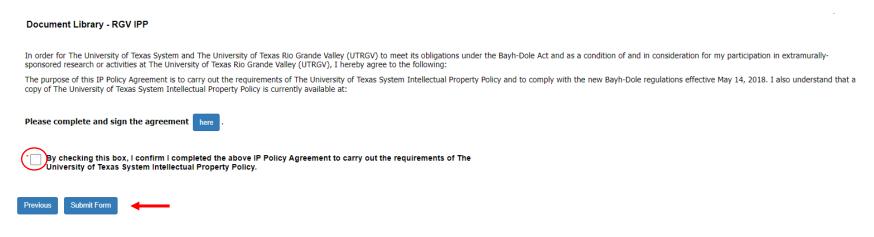
Previous   Submit Form   ←

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.