Dynamic Forms Completion – Voluntary Demographic 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**

The University of Texas
Rio Grande Valley

⌂   Employees ▾   JobX ▾

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

Information

About Us
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*

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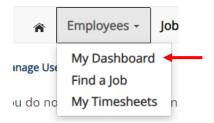
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

JobX TimesheetX

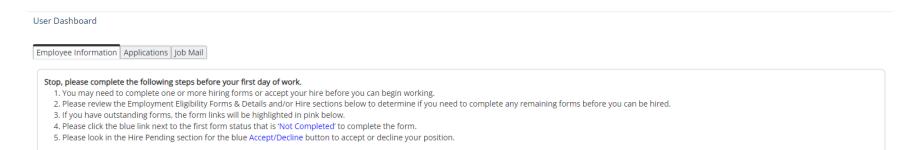Log in using the **email address** and **password** selected, when creating the non-student account.

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	Not completed	I9
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Not completed	Voluntary Demographic Non Student Form

Once you click on the link, you will reach the first page of the form. **Please read and fill out the questions** on the following pages to complete the required form > once done with the page, click **Next.**

UTRGV™
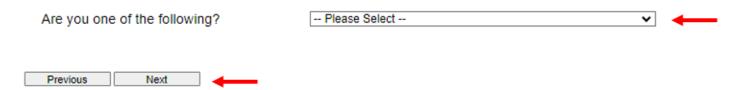
First Name: _____ ⟵
Last Name: _____ ⟵
Employee Email: _____ ⟵

Voluntary Demographic 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 UT System Institution?   -- Please Select -- ▾
Personal Email (Not UTRGV):   _____

Next ⟵

Veteran Status

You may be entitled to veteran's employment preference as established in the Veteran's Employment Preference Act (Senate Bill 646/Chapter 657, Texas Government Code) if:

- As a veteran you were honorably discharged and you (a) served in the armed forces for 90 consecutive days during a national emergency (from 1933 to present), or (b) served less than 90 consecutive days and were discharged due to a service-connected disability.

- *You are an individual classified as a surviving spouse of a veteran and who has not remarried; OR

- *You are an orphan of a veteran.

A veteran is defined as an individual who served in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States or in an auxiliary service of one of those branches.

CHOOSE ONE OF THE FOLLOWING:

Are you one of the following?   -- Please Select --

Previous   Next

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**.*

Voluntary Self-Identification of Disability

Please select one of the options: -- Please Select --   ⬅

Why are you being asked to Complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do I know if I have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes

- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports

- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

(click to sign)   ⬅

Employee Signature   Date

| Previous | Submit Form | ⬅

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

Employment Eligibility Forms & Details

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Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Voluntary Demographic Form (Non Student)	Completed / NA

You have now completed the Voluntary Demographic 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.