**Instructions on How to Run Reports for Your JobX Hires**
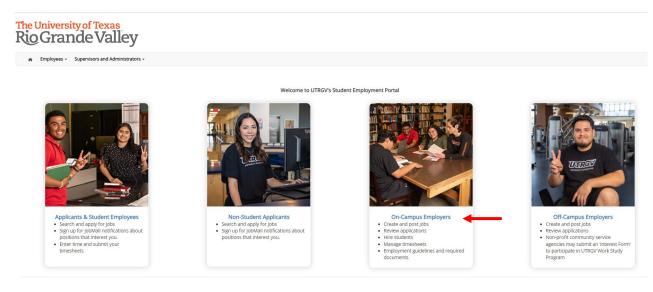
*(For Supervisors)*

This manual serves as a guide on how to run a report on JobX for your department hires and job postings. You can use these JobX reports to track and keep record of hires and job posting submissions.

**Before logging in to JobX, please make sure that you have requested Supervisor access. To request access, please fill out a New Account Registration form by following the link:** https://utrgv.studentemployment.ngwebsolutions.com/JobXRequestLogin.aspx
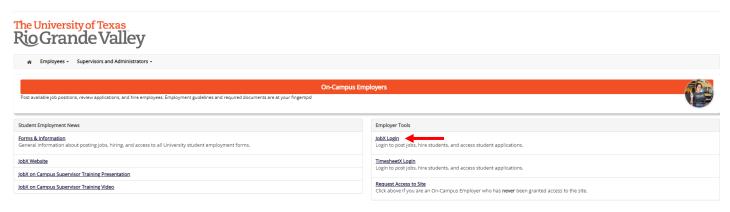
Once you receive access as a Supervisor, click on the link to log in to JobX: https://utrgv.studentemployment.ngwebsolutions.com/.

*Note: It is recommended to use Google Chrome browser.*

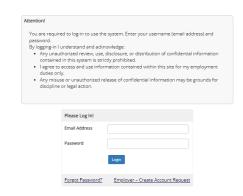Option 1: Home Page > click **On-Campus Employers**

On-Campus Employers > click **JobX Login**



Login to JobX *(SSO login with UTRGV credentials)*

Option 2:



If you receive this message, click on > **JobX >JobX Home**

Once logged in, click on **Reporting** > **Standard Reports**



**Standard Reports** home page

      **33: Hire Details Report** – report of all hire requests submitted with their current status.

      **62: Hire Details Report with Job Info** – report of all hire requests submitted with status and job posting information.

      **32: Job Detail Report (w/Job Description & Requirements)** – report of job postings submitted with job descriptions and requirements.

      **31: Job Details Report (without Description & Requirements)** - report of job postings submitted, not including description and/or requirements.

To run a report of the hire requests submitted, with a status > run the **Hire Details Report** > click on **Run Report**

**Reports Home**

**Welcome to Student Employment Reports,**                    (See Page Help)

| My JobX Reports | My TimesheetX Reports |

My Favorite Reports

| Report ID | Report Name | Report Category | |
|-----------|-------------|-----------------|--|
| 33 | ⓘ Hire Details Report | Hires | Run Report |
| 62 | ⓘ Hire Details Report with Job info | Hires | Run Report |
| 32 | ⓘ Job Details Report (w/Job Description & Requirements) | Jobs | Run Report |
| 31 | ⓘ Job Details Report (without Description & Requirements) | Jobs | Run Report |

My Recent Reports
No reports found.

**Step 1: Select report filters** (*if applicable*) > click **Next >>**
**Note:** *if no filters are selected, the report will include all hire requests submitted for the department, regardless of the status or date submitted.*

| Home | > Report Filter Selection |

Step 1: Report Filter Selection   (See Page Help)                                        Current Report :: Hire Details Report

Check the box next to each filter to narrow your report's results.

- ☐ ⓘ Hire Status is
- ☐ ⓘ Hire Approval Date (MM/DD/YYYY) is
- ☐ ⓘ Hire Approval Date (MM/DD/YYYY) is
- ☐ ⓘ Hire Start Date & Hire End Date (MM/DD/YYYY) is
- ☐ ⓘ Hire Start Date (MM/DD/YYYY) is
- ☐ ⓘ Hire End Date (MM/DD/YYYY) is
- ☐ ⓘ Hire Wage is
- ☐ ⓘ Hire Wage Range is
- ☐ ⓘ Job Title is
- ☐ ⓘ Job Type is

| << Back | Next >> |

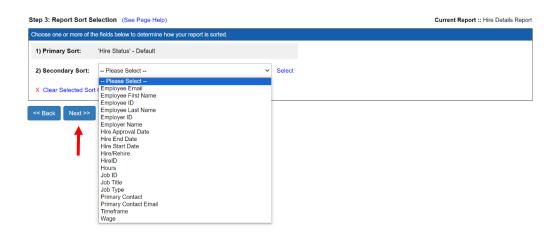**Step 2: Report Summary Selection** > click **Select** next to the group preferred.
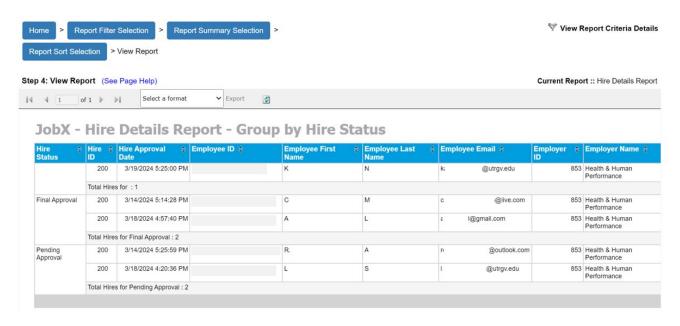**Note:** *Select the type of summary report you want to receive. For example, select* **Group by Hire Status** *to sort the hire requests by hire status (pending, approved, etc.)*
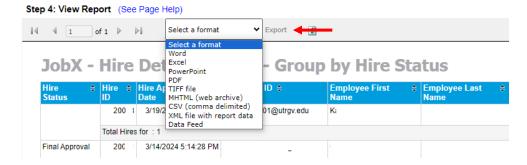
Home > Report Filter Selection > Report Summary Selection

**Step 2: Report Summary Selection** (See Page Help)                                    Current Report :: Hire Details Report

| Choose the summary of the report below. | | |
| --- | --- | --- |
| **Summary Name** | **Summary Details** | |
| Group by Employer | Number of Hires Submitted by Employer | Select |
| Group by Timeframe | Number of Hires by Timeframe | Select |
| Group by Hire Status | Number of Hires by Hire Status | Select |
| No Summary Details Requested | Summary Details Not Applicable | Select |

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**Step 3: Report Sort Selection** > make selection (is applicable) > click **Next >>**
**Note:** *Primary Sort is based on the selection in Step 2. Secondary Sort is optional.*

**Step 3: Report Sort Selection** (See Page Help)                                    Current Report :: Hire Details Report

| Choose one or more of the fields below to determine how your report is sorted. | |
| --- | --- |
| **1) Primary Sort:** | 'Hire Status' - Default |
| **2) Secondary Sort:** | -- Please Select -- ▾   Select |

-- Please Select --
Employee Email
Employee First Name
Employee ID
Employee Last Name
Employer ID
Employer Name
Hire Approval Date
Hire End Date
Hire Start Date
Hire/Rehire
HireID
Hours
Job ID
Job Title
Job Type
Primary Contact
Primary Contact Email
Timeframe
Wage

X Clear Selected Sort

<< Back    Next >>

**Step 4: View Report**



*Note: to export the report, click on **Select a format** > click **Export**. Report will automatically download once you click **Export**.*



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