How to Post a Job in JobX
(For Supervisors)

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 below:

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.*

Home Page > click **On-Campus Employers**

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

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

Click on **JobX** > **JobX Home (Control Panel)**
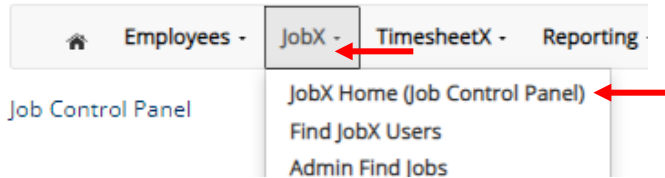
Click on **Add a Job**
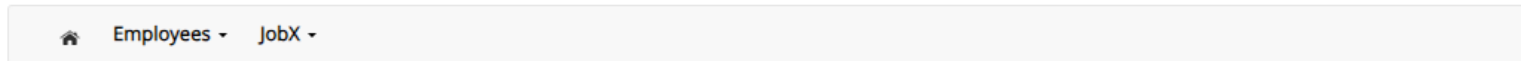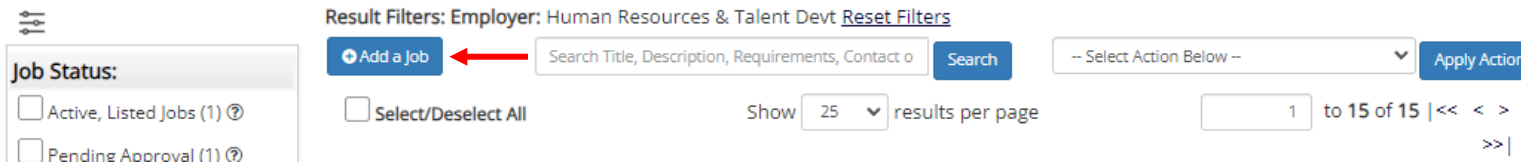
Select the **job type** for the job posting > click **Go to next step**
*Note: The **employer** will automatically select the department you work with. If you supervise in multiple departments, you will have the option to select the employer.*

The University of Texas
Rio Grande Valley

🏠   Employees ▾   JobX ▾

You are adding a brand new job to the web site for:
     Employer: Human Resources & Talent Devt <u>Change</u>

>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

| Choose one... ▾ | | Go to next step | ⟵ |

Choose one...
On-Campus Work-Study Jobs
On-Campus Direct Wage Jobs   ⟵
Student Experience Internship
UG Research Assistants
AmeriCorps
Part-Time Non-Student
Professional Temp Staff

Job**X**   Timesheet**X**

Fill out the job posting information > click **Submit**
Note: Fields with a red asterisk are required.

Job Category * «?»   [Choose one... ▾]   ← *Select job category that best describes the job.*

Please use this guide when selecting your job title.

Job Title *
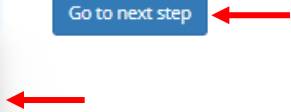Example: Front Desk Receptionist   [_____]   ← *Specific Job Title. For example: DW Student Assistant – Human Resources Office*

Job Scope   [_____]

Job Location   [_____]   *Job location is recommended.*

Campus Building   [_____]

Room Number   [_____]

Job Description *
Please be as detailed as possible.   [html | B I U | ...]   ← *Job Description must include the following:*
- *Duties*
- *Tentative Schedule (office hours)*
- *Job Code*
- *Additional information regarding the job*

Job Requirements *
Please be as detailed as possible.   [html | B I U | ...]   ← *Job Requirements must include the following:*
- *Requirements*
- *Qualifications*
- *Certifications/Licenses (if applicable)*

Technical Skills

Technical Skills - The skills vary based on the position. For example, a CPA needs to have auditing skills, teachers need lesson planning skills, architects need autoCAD (computer aided design) skills, construction workers need to know how to use a variety of tools, and hair stylists must know hair coloring techniques.

Choose Skills

Soft Skills

Soft Skills - What skills might the employee learn while employed.

Choose Skills

Number of Available Openings *   [   ] ⬅ *Number of hires for this job posting.*

Hours per Week   [6.0 ▼] to [Same ▼] ⬅ *Select range of hours per week that will be worked.*

Start Date *
Please enter **either** an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").
[   ] ⬅ *Anticipated Start date of employment.*

End Date *
Please enter **either** an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").
[   ] ⬅ *End date of employment.*

Time Frame * «?»   [Choose one... ▼] ⬅ *Select the time frame, based on the dates of employment.*

Any hourly rate above $16.00 will require Compensation review and approval.

Pay Range: From [$12.00/hour ▼] To [$12.00/hour ▼] ⬅ *Select the pay rate range. If no range, select the same amount in both fields.*

If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person *   [Choose one... ▼] ⬅ *Hiring manager (contact person)*

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number   [   ]

Email   [   ]

Location *   [   ] ⬅ *Location for Primary Contact Person*

Secondary Contact People «?»   Ctrl + click to select multiple
[Select Some Options]

[Submit] ⬅

After submitting the job posting > review the **job application**
Note: this is what the applicant will have to fill out in order to apply to the job posting.

Fields with a red asterisk cannot be removed from the application.

Timer ⓘ
59:27

Pending Job Application - Human Resources & Talent Devt - HR Student Assistant

General	

Please Note: To be filled out by the applicant

Email *

Confirm Email Above *

First name *

Middle name

Last name *

Are you a current UTRGV employee? *   Please select ▾

Were you a previous UTRGV/UTB/UTPA employee? *   Please select ▾

If you are a current employee, please provide your Employee ID.

Click here to move or remove the question.

Save Application

Pick from Existing Questions   Create a New Question

Note: *Additional questions can be added by clicking on* **Pick from Existing Questions** *or* **Create a New Question**

Pick from Existing Questions   Create a New Question
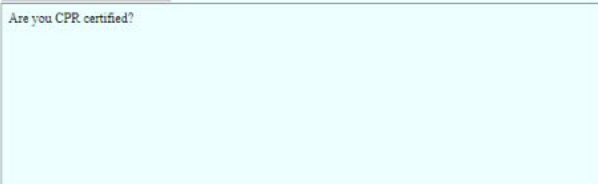
Create a New Question > click **Add Question**
Note: be advised that questions regarding Gender, Overall GPA, Residency Status, etc. will not be accepted.

Refer to the example below:

Question Details

Question Type ⓘ
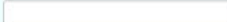[Single Choice ▾] ← *Select either single line, multiple line, single choice, multiple choice, date, file upload, or instructional text.*

Question Name ⓘ
[CPR Certification] ← *Enter abbreviation of the type of question being asked.*

Question Label ⓘ
[B I U ≣ ≣ ≣ ≣ ∞ ⊕]
Are you CPR certified? ← *Type your question here.*

Question Choices ⓘ
Yes   ↓ ✏ ▦ ← *If you would like other question choices aside from "Yes" and "No", please add*
No   ↑ ✏ ▦   *the choices here. You may also remove these preset two choices.*
[   ] [Add]

Default Value ⓘ
[(none) ▾]

Application Behavior

Application Section ⓘ
Select an existing section   Create a new section
[General   ▾]   [   ] ← *Here, you can select which section you would like to insert your custom question.*

Other flags
☑ Application input is required ⓘ ← *Select if you want your custom question to be required or optional.*
☐ Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ
[After "Skills"   ▾] ← *Here, you can select the order in which you would like to insert your custom question.*

[Add Question] ← *Once custom question is finalized, click "Add Question".*

The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.

Timer
59:27

Pending Job Application - Human Resources & Talent Devt - HR Student Assistant

General	✔
Please Note: To be filled out by the applicant	✔
Email *	✔
Confirm Email Above *	✔
First name *	✔
Middle name	✔
Last name *	✔
Are you a current UTRGV employee? *	Please select ▾	✔
Were you a previous UTRGV/UTB/UTPA employee? *	Please select ▾	✔
If you are a current employee, please provide your Employee ID.		✔

[Save Application] ⬅ *Review custom question(s) if created, and once everything is set up the way you want it, click "Save Application".*

[Pick from Existing Questions] [Create a New Question]

You are adding a brand new job to the web site for:
>>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

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Human Resources & Talent Devt - DW Student Assistant - HR Front Desk
Please choose an option

1. When do you want to list the job on the web site? [Right Now ▾] ⬅ *You may select when your job will be listed on JobX once it has been reviewed and approved by Student Employment.*

2. Do you want JobMail to be sent when the job is listed? [Yes, send JobMail ▾] ⬅ *You may select "Yes" or "No" to getting notifications regarding your job posting such as when candidates apply to your job.*

3. For how many days do you want the job to be listed on the site? [Until I close the job ▾] ⬅ *Recommended to select no more than 2 weeks. Should you need to have post open for longer, please contact Student Employment.*

When all the above information looks correct... [Click here to finish!] ⬅ *Review post and "Click here to finish!" once everything is correct.*

Human Resources & Talent Devt - DW Student Assistant - HR Front Desk

Congratulations! Your job is listed on the web site.

What would you like to do now?
- View the job details (for printing, etc.) ← *Click here to review job details and to see your Job ID number.*

- Return to your control panel.

[Print This Window]   [Close This Window]

DW Student Assistant - HR Front Desk	
Job ID	6736 ← *You will find your system generated Job ID here; this will be useful to have when inquiring about the status of your job and to search for your job on your Control Panel.*
Job Type	On-Campus Direct Wage Jobs
Employer	Human Resources & Talent Devt
Job Category	HR

You have now successfully posted a job on JobX! Please note, that your job posting will go into "Pending Approval" status until Student Employment or Financial Aid (for Work Study postings) reviews and approves your job posting.

**PLEASE NOTE: Do not "Inactivate" your posting if you want to close it as this will cause the entire posting and applicants to be deleted.

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