Student Employee Training
JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.
Benefits for Students

- Apply for multiple jobs with one application
- JobMail notifications on potential jobs matches
- Job searches based on skills
- Accelerated online hiring process
- Elimination of paper forms
- Automated notices throughout the job search process
- Web accessibility
- 24-hour service
School Specific Customization

Your site has YOUR school’s look and feel

Your site has YOUR school departments

Your site has YOUR school customer fields

Your site has been configured to support YOUR specific school processes
Login to JobX

Complete a JobMail Subscription

Find a Job

Apply for a Job

JobX ‘My Dashboard’ Feature
Login to JobX

Navigate to your school’s customized JobX Site

Then click on the ‘Student Workers’ link.

JobX Portal:
https://ptc.studentemployment.ngwebsolutions.com/
How to Login to JobX

Step 1: Depending on what you wish to do when visiting your PTC JobX site, click ‘Find a Job’, ‘Dashboard’, or ‘Manage JobMail’ link on the Student Workers home page.
Step 2: Login utilizing your PTC Banner ‘Student ID’ and ‘Password’.
Online Help
Click the ‘Help’ menu after you login and select ‘Online Help’.
Online JobX guide is available based on your login role (e.g., Student, Supervisor, Admin).

Employee/Students can only see Online Help for Employee/Students.

You can search by keyword or topics in the search field.
What is JobMail?

JobMail notifies students about potential job matches based on their interest.

After JobMail is setup, students will receive notifications on new job listings that align with their interests.

Students can complete unlimited JobMail Subscriptions to receive notifications about all jobs that align with their interests, major(s), and career goals.

The email will provide all details about the job to assist the student with identifying an excellent job opportunity.
How to Access JobMail

**Step 1:** Click ‘Dashboard’ or ‘Manage JobMail’ link on the Student Workers home page.
Configure your JobMail Subscription

➢ Students can create multiple subscriptions and name them as desired for each Job Type (e.g., On-Campus FWS, On-Campus Community Service, and Off-Campus Community Service) supported by JobX
  ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription

➢ For each subscription, you may set criteria
  ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g., Biology & English)
  ❖ Desired Job Categories you’re interested in (e.g., Tutoring, Clerical, etc.)
  ❖ Desired Time Frames you’re interested in working (e.g., Summer Only, Academic Year, etc.)
Configure your JobMail Subscription

- Click ‘Add New JobMail Subscription’ button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the subscription name, click the ‘Edit Subscription’ button.
Configure your JobMail Subscription

➢ Click ‘Add all Options’ or ‘Add’ next to each item you wish to add to your JobMail subscription.
Configure your JobMail Subscription

- Your selection(s) will appear in the top under ‘Selected Items’.
- When you’re finished adding search criteria, click ‘Save’.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.
Quick Search

➢ Click the ‘Find a Job’ function from the Employees Menu.

➢ Select a specific pre-defined ‘Quick Search’ you would like to utilize to find a job.

➢ Otherwise, to define your own custom job search filters click ‘Advanced Search’.
Advanced Search

➢ Click the ‘Advanced Search’ button to define your own job criteria you wish to search.
➢ Advanced Search enables you to search for jobs by the following:
  ❖ Search by Job Type Population (On-Campus FWS, On-Campus Community Service, and Off-Campus Community Service Jobs)
  ❖ Keyword(s) Search
  ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week
Apply for a Job
To view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you’ve successfully reviewed the applicable disclaimer statement(s), you will be required to click the ‘I agree’ button(s) before any available jobs of that Job Type population will be presented.
Apply for one or more Jobs! With One Click

➢ Simply **click the box** next to one (1) or multiple job(s) you wish to apply.
➢ Then, **click** the ‘Apply for Selected Jobs’ button.
If when applying you are not eligible to do so (e.g., applying for a FWS job without an FWS award), a detailed error message will be presented to inform you of the exact issue.

If you feel you received this message in error, please contact your Financial Aid Office.
➢ If you were permitted to apply for the job(s) selected, that means you are eligible to do so and will be presented with the application for completion.

➢ Fields with a red asterisk are required to be completed before your application can be successfully completed.

➢ Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.

➢ You may upload a resume for the hiring employer to review, if desired. To do so, browse to that file on your computer and click ‘Open’.
Your application is successfully submitted when you received the Congratulations message.
My Dashboard
What is the JobX My Dashboard Feature?

➢ The JobX ‘My Dashboard’ feature provides a centralized location to access all your JobX data.

➢ ‘My Dashboard’ Includes:
  ❖ **Hires**: Past /Current / Future
  ❖ **Class Schedules**: Provided by your institution
  ❖ **Applications**: Status, View, Print, Withdraw
  ❖ **JobMail Subscriptions**
➢ To access your ‘My Dashboard’ feature, **click** the ‘My Dashboard’ feature from the *Employees* menu.

➢ To access the past /current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.
➢ My dashboard provides real-time self-service access to past / current / pending hires.
➢ You may customize your application view and print applications.
➢ You may withdraw a previously submitted application by clicking the red ‘X’ next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red ‘X’ displayed)
➢ Applicant’s have two options when withdrawing their application.
  ❖ Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
  ❖ Withdraw an application without emailing the supervisor.
➢ My dashboard provides real-time self-service access to past / current / pending hires.
➢ Click on the Employee Information Tab to see the status of your jobs.
Hired
Next Step: Approved for Hire

Once you receive your hire approval email contact your supervisor for next steps.

Regarding recent hire request.

financialaid@ptc.edu
To royrogers1

Hiring Request Details:
Employee Name/ID: Roy Rogers1 (111111111)
Position: Taige Test On Campus FWS 05132024
Employer Name: Student Employment - Test
Wage: $11.00 an hour
Questions?

Please contact the Financial Aid Office at:
financialaid@ptc.edu