JobX Process for New Applicants and New Hires

For students:

Students must have completed the Student Employment Workshop before creating an application in JobX.

Applications submitted through JobX will go directly to the supervisor.

Please direct selected students to the ONE-STOP SHOP to complete Part 2 of the application that includes the W-4 and Form I-9 and to present their original ID documents for the I-9.

Location: Horvitz Administration Building or Terry Administration Building
Hours: Mon-Thu 8:30 a.m.-7:00 p.m.
      Fri 8:30 a.m.-6:00 p.m.
      Sat 9:00 a.m.-12:00 p.m. (Horvitz only)

For those students who are at the regional campus, they can submit Part 2 of the application to the representative at the local campus. Part 2 can be downloaded from:

http://www.nova.edu/financialaid/employment/forms/work.pdf

For supervisors:

Complete a Student Employment Authorization Form (SEAF) when the student has been offered the position leaving the start date blank. Submit to Student Employment via interoffice mail or at the One-Stop Shop. If you need blank SEAFs, please contact Patricia Chin at chipn@nova.edu.

Supervisors will need to go into JobX to complete the hire form for each selected student. You can refer to the training materials or the Blackboard course (JobX Student Employment Supervisory Training) for assistance with this process.

You will be notified via email within 10 business days after the students has completed the W-4 and I-9 and presented their IDs that they have been cleared to begin working.