Job X Process for New Applicants and New Hires

For students:
Students must have completed the Student Employment Workshop and created an application in JobX. See checklist for Workshop and JobX information at:
http://www.nova.edu/financialaid/employment/forms/work.pdf

Student will apply for positions through JobX that will go directly to supervisor.

When the students have been selected, please direct them to the **ONE STOP SHOP** to complete the W-4 and Form I-9 and to present their original ID documents for the I-9.

Location: Horvitz Administration Building or Terry 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 supervisors:
Complete a paper Student Employment Authorization Form (SEAF) when the student has been offered the position leaving the start date blank. Submit to the Office of Student Employment. If you need blank SEAFs, please contact Patricia Chin at chinp@nova.edu.

Supervisors will need to go into JobX to complete the electronic hire form for each student. Students must have submitted the completed W-4, I-9 and IDs to the One Stop Shop. Refer to the training materials or the Blackboard course for assistance with this process.

Please allow up to 10 business days after the students submitted the complete the W-4 and I-9 and present their IDs (SEAF must have been received in Student Employment) to be notified via email that they have been cleared to begin working. The email notice will be sent from studentemployment@nova.edu.