

JobX Process for New Applicants and New Hires

Students:

You must have completed the Student Employment Workshop prior to creating an application through JobX, accessible from the “Student” tab in SharkLink. Your JobX application is directly sent to the hiring supervisor.

When offered the position, the hiring supervisor will contact you if further documents are required, for example, a Form I-9. You will need to submit all documents to the hiring supervisor. You will also receive an email from the Office of Human Resources with instructions on how to submit your W-4. If you are interested in setting up direct deposit, submit a completed Direct Deposit Authorization to payroll@nova.edu.

If you are an international student, and need to apply for U.S. Social Security card you will receive an email from Student Employment regarding the application process.

Supervisors:

Supervisors will need to go into JobX to complete the electronic hire form for each student. The hiring supervisor is required to collect the I-9, make copies of the required ID documents, and complete Section II of the I-9. For questions, please contact the Office of Human Resources.